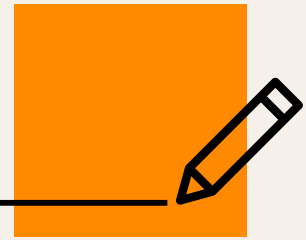


Employee Guidance



What do I do if human resources wants to speak with me about my Palestine social media content?

Employees should be aware that the First Amendment does not protect *private employees* from discipline because of speech. The First Amendment generally only protects *public employees, like federal and state government employees*, if they are speaking as a private citizen on a matter of public concern, and that speech does not disrupt the workplace. Some states have laws that protect employee speech, but not all do. It is your responsibility to be aware of your free speech limitations in your workplace.

If you are using social media to discuss the situation in Palestine, you should take the following steps to ensure that you are not subjected to discipline at work:

- 1. Set your social media accounts to private.**
- 2. If your account is public, use a pseudonym and remove any personal identifying information such as personal photos and location.**
- 3. Never identify your employer on your social media accounts.**
- 4. Do not post hateful or threatening content.**

If you find yourself in a situation where your human resources department has requested a meeting to discuss your Palestine content, we recommend you take the following steps to protect yourself:

1. Document the conversation and any subsequent conversation.

Ask for permission to record the conversation. If you are unable to record, take detailed notes. Follow up after the meeting by sending an email to human resources summarizing the items that were discussed as well as any actions that are to be taken.

2. Ask to be given, in writing, the specific policies that human resources alleges you to have violated.

Your employer may have a handbook detailing workplace policies, including policies describing offenses warranting discipline or termination. Ask human resources to inform you of the policy(s) that you violated. Ask for an explanation as to how your actions have violated those policies. Ask for an opportunity to submit a response in writing rebutting the allegations.

3. Provide resources.

In some cases, employers have alleged certain content or protest chants to be racist or anti-Semitic – they are not. Provide documentation or resources from credible human rights and grassroots organizations that explain the nature of your content. Many of these resources can be found online.

4. If you believe you are the victim of discrimination or retaliation, immediately document the complaint with human resources.

If you believe your employer is treating you differently because of a protected class, such as race, religion, or national origin, immediately inform human resources. You should inform human resources of this claim during your meeting, and immediately follow up via email to document the complaint. Your employer may not retaliate against you for submitting a discrimination complaint.

5. Contact your union

If you are represented by a union, you should ask for union representation and immediately notify them if you believe you are the victim of discrimination. Your union leadership may attend your meetings with human resources. Your employer may not retaliate against you for contacting your union. Not all employees are represented by unions.

6. Contact your local CAIR office.

Contact your local CAIR office to submit a civil rights complaint. You can email civilrights@cair.com or call (202) 742-6420 to get in touch with our national headquarters.

