Policies and Procedures

Approved: October 30, 2014

SOCIAL MEDIA POLICY – Employees' Personal Sites

Purpose

The M.D. of Foothills No. 31 supports the principle that technology is integral to daily operations. All employees are expected to use good judgment both on and off the job, as to what is appropriate use of electronic social media that may impact the M.D. of Foothills No. 31. Using Social Media can have broad implications and risks associated with its usage, therefore this policy is designed to express the M.D. of Foothills No. 31 philosophy and establish some principles and guidelines that promote professional conduct. The scope of this policy includes all departments within the M.D. of Foothills No. 31, contractors and councilors.

Policy Statement

Regardless of the type of social media used, the employee must not communicate anything that could harm the reputation of the M.D. of Foothills No. 31. Providing personal comments on matters of the M.D. of Foothills No. 31 policy is not permitted.

In your capacity as a private citizen, an M.D. employee has the same rights of free speech as other citizens, however you may not represent the M.D. of Foothills No. 31 on your own personal media post site and are reminded that you are bound by the confidentiality section of the M.D. of Foothills No. 31 Code of Confidentiality Policy.

M.D. employees should remain cognizant of the fact that their presence on any social media site and statements in social media may reflect on the M.D. of Foothills No. 31. Employees shall not send, solicit or circulate any posting, material, attachment or imagery related to the M.D. of Foothills No. 31's, business operations, fellow employees, councilors, consultants and/or the employee's own activities at the M.D. of Foothills No. 31 that will harm the image or reputation of business operations or those individuals. Social media is not to be used to air employee complaints about business operations, policies, procedures, supervisors or coworkers.

The M.D. of Foothills No. 31 has established internal procedures for hearing employee concerns or complaints and encourages the employee to follow these practices.

Under this policy, employees who are found to be engaged in the inappropriate use of social media may be subject to discipline and/or may be terminated from employment.