

## **SOCIAL NETWORKING**

### **A. INTRODUCTION**

This Policy is intended to provide guidance with regard to the personal use of social networking sites during non-work hours and on equipment not belonging to the Town. Use of such social networking sites during work hours or on equipment owned and/or maintained by the Town is strictly prohibited.

### **B. PURPOSE**

Because of the Town's substantial interest in maintaining a professional, collegial, confidential, and impartial workplace, it is imperative that all Town employees who engage in use of social networking sites, such as Facebook, Twitter, and others, accept the terms of this policy and any such additional related policies that may be issued by the Town. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. Employees are encouraged to remember that information posted on the internet can be easily traced back to its author and should think before posting information to any online source. Statements made by employees pursuant to their official duties are not insulated from discipline because they occurred on social networking sites. The list of social networking sites contained above is not intended to be exhaustive, and shall be deemed to include any social networking sites in existence at the time this policy is reviewed by the employee or created thereafter.

### **C. GUIDELINES FOR USAGE**

1. Professional Judgment. Employees are encouraged to use professional judgment at all times with regard to personal use of social networking sites. In using social networking sites, employees should at all times be respectful to co-workers, residents, or persons seeking assistance from the Town. Employees should not disclose confidential information, engage in any unlawful activity, or convey information that is disparaging or defamatory while using social networking sites, and should refrain from making comments or statements based upon race, color, gender, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetics, active military status, or any other basis prohibited under state or federal anti-discrimination statutes. Such statements or comments occurring online and/or through use of social networking sites will not be tolerated.

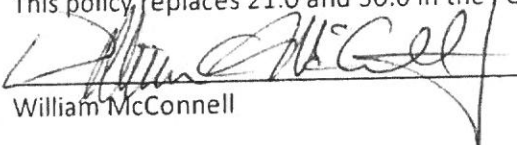
2. Improper Practices. It is not possible to list all the circumstances that may constitute violations of this policy. Activities and/or actions which are considered offensive are messages or material which contain nudity, sexual references or implications, sharing demeaning pictures, cartoons, or jokes, racial or ethnic slurs, or other comments that inappropriately address someone's race, color, gender, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetics, active military status, or any other criteria (?) prohibited under state or federal anti-discrimination statutes.

### **D. VIOLATIONS OF POLICY**

Violation(s) of this policy may result in disciplinary action up to and including termination from employment. Violations of this policy may also result in referral of a case to the appropriate authorities for civil or criminal prosecution. Employees shall report violations of this Policy to their supervisor, or in the case of department heads, directly to the Town Administrator. Retaliation against another user for reporting a violation or violations of this Policy is strictly prohibited by the Town.

Any employee with a question regarding this Policy should contact the Personnel Director.

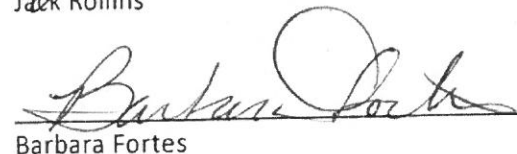
This policy replaces 21.0 and 30.0 in the Personnel Manual

  
William McConnell

7/19/18  
Date

  
Jack Rollins

07/19/2018  
Date

  
Barbara Fortes

7/19/18  
Date