

Social Media Policy

For

Chatham Trades, Inc.

February 2022

Social Media Policy Record of Changes

Description of Changes	Date	Review/Revision by
No Changes	7/23/2020	Jessica Godfrey
Revised	2/16/2021	Jessica Godfrey
Reviewed	2/9/2022	Jessica Godfrey

This policy governs the publication of and commentary on social media by employees of Chatham Trades, Inc. For the purposes of this policy, “social media” means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, Instagram, Tik Tok, Snap Chat and YouTube. For the purposes of this policy, the term “friends” means any social connection on any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, Instagram, Tik Tok, Snap Chat and YouTube. This policy is in addition to and compliments any existing or future policies regarding the use of technology, computers, e-mail and the internet.

Chatham Trades employees are free to publish or comment via social media in accordance with this policy. Chatham Trades employees are subject to this policy to the extent they identify themselves as a Chatham Trades employee (other than as an incidental mention of place of employment in a personal blog on topics unrelated to Chatham Trades).

Notwithstanding the previous section, this policy applies to all uses of social media, including personal, by Chatham Trades employees including Executive Director, Assistant Director, Vocational Services Assistant, Quality Assurance Manager, Director of Development and Communications, Administrative Assistant, Production Manager, Unit Supervisor, Habilitation Technician, Office Manager, and Office Assistant, as their position with Chatham Trades would be well known within the community.

All uses of social media must follow the same ethical standards as the Staff/Consumer Interaction policy. Staff are not to engage in any social media relationship with a consumer or anyone who has been a consumer within the past three (3) years.

Social media identities, logon ID's and user names may not use Chatham Trades' name without prior approval from the Executive Director.

Employees who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including consumers, parents and community members. Employees shall observe the following principles when communicating through social networking sites:

1. Employees shall not post confidential information about consumers, employees or Chatham Trades' business.
2. Employees shall not list current consumers or any consumer in the past three (3) years as “friends” on social networking sites.
3. Employees shall not knowingly allow consumers access to their personal social networking sites that discuss or portray sex, nudity, alcohol or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a consumer.
4. Employees may not knowingly grant consumers access to any portions of their personal social networking sites that are not accessible to the general public.

5. Employees shall be professional in all internet postings related to or referencing Chatham Trades, consumers and other employees.
6. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to Chatham Trades.
7. Employees shall not use Chatham Trades' logo or other copyrighted material without express, written consent from the Executive Director.
8. Employees shall not post identifiable images of a consumer without permission from the consumer and/or the consumer's parent or legal guardian.
9. Employees shall not use internet postings to libel or defame the board, individual board members, consumers or other Chatham Trades employees.
10. Employees shall not post inappropriate content that negatively impacts their ability to perform their jobs.
11. Employees shall not use internet postings to engage in any other conduct that violates Chatham Trades' board policy and administrative procedures or state and federal laws.

CONSEQUENCES

Policy violations will be subject to disciplinary action, up to and including termination.

**RECEIPT OF
SOCIAL MEDIA POLICY**

Please sign below acknowledging that you have received the Chatham Trades Social Media Policy and that you have reviewed and understand the policy.

Keep the Chatham Social Media Policy for your records.

The provisions contained in the Chatham Trades Social Media Policy will apply whether or not this receipt is returned.

I acknowledge receiving a copy of the Chatham Trades Social Media Policy and have reviewed and understand the contents.

Employee Signature

Date