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|  SOCIAL MEDIA | NO.  |
| **Social Media Policy**Participating in Social Media sites and blogging can be excellent ways to develop your personal and professional networks and to engage in business development. Social Media includes online platforms that enable people to communicate and facilitate activities such as professional or social networking, posting opinions or commentary, and sharing pictures, audio, video, or other content. Social Media includes personal websites and types of online communications, including Facebook, Google+, Linkedin, Twitter, Youtube, Flickr, Digg, LiveJournal, Snapchat, Instagram, Vine, etc.Winning Wheels has developed this policy that employees who participate in online social and professional forums must follow. This policy is in addition to (i.e., it does not replace) Winning Wheels other policies, including the policies prohibiting discrimination and harassment. Please remember that these policies also apply to employees’ online activities, including participation in Social Media sites.Employees must comply with the following guidelines: * Wall postings, blogging, twittering, etc. may not reveal confidential information related to residents.
* In order to protect the privacy of residents, photographs and videos of Winning Wheels or residents may not be used or posted on websites.
* Harassment of staff members, residents, or other parties related to Winning Wheels is prohibited through the use of social networking/media.
* Employees are not authorized to speak on behalf of Winning Wheels. Employees should not represent themselves as a spokesperson for Winning Wheels. Employees may not post in the name of Winning Wheels or in a manner that could reasonably be attributed to Winning Wheels without prior authorization from the Human Resources Director. Employees posting comments online related to their work or Winning Wheels should make clear that they are not speaking on behalf of Winning Wheels. It is best to include a disclaimer such as, “The postings on this site are my own and do not necessarily reflect the views of Winning Wheels.” In addition, Winning Wheels business logos and trademarks may not be used without explicit permission in writing from Winning Wheels.
* Media contacts about Winning Wheels and/or current and potential services, employees, partners, clients, residents, and competitors should be referred to the Winning Wheels Administrator.
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| Employees who fail to follow this policy will be subject to disciplinary action up to and including termination, and potential legal action. Questions regarding this policy should be directed to your supervisor or the Human Resources Director. This policy, like other policies in the handbook, is not intended to interfere with employee rights under applicable federal or state laws, including the National Labor Relations Act. To the extent that this policy conflicts with the law, the terms of that law will control. Print Sign Date  |
| Approved: | Effective Date: 6/2016 | Revision Date:3/17 | Change No.: | Page: 2 of 2 |