

# HAMLET OF FORT LIARD

## Social Networking Policy

Policy Adopted December 17, 2020

### PURPOSE

The Hamlet of Fort Liard ("Hamlet") recognizes that social media is regularly used as a form of communicating and that the Hamlet must protect against the unlawful disclosure of information

The purpose of the Social Networking Policy is to prevent unauthorized disclosure, protect the privacy of individuals, and to protect confidential and proprietary Hamlet information and the Hamlet's.

To ensure the Hamlets reputation as a business and employer employees are expected to exercise personal responsibility whenever they participate in social media. Management will ensure and take appropriate actions to ensure that employees not conducting themselves as expected are dealt with in an appropriate manner. The objective should be constructive and tend to correct rather than punish.

### APPLICATION

This policy applies to all Hamlet employees.

*Where there is any conflict between this policy and policies set forth in a statute of the territorial or federal government, territorial or federal statute shall supersede the provisions of this policy.*

### DEFINITION

"Social media" and related technology include, but are not limited to, video, or Wiki posts, social networking sites such as Facebook, Myspace, Twitter, and YouTube, chat rooms, podcasts, discussion forums, personal blogs or other similar form of online journals, diaries or personal newsletters not affiliated with the Hamlet. This policy also includes future social media technologies and applications that may not yet be contemplated.

### POLICY

1. Hamlet employees may not access social media sites for personal use during work time.
2. Hamlet employees may not use social media in a manner that interferes with their job duties or violates a Hamlet work rule or policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate, or disparage against the Hamlet, employees, or anyone doing business with the Hamlet, including patrons.
3. Employees are responsible for protecting confidential and proprietary Hamlet information. Employees may not disclose any confidential or proprietary information on or about the Hamlet, its patrons, its affiliates, vendors, or suppliers, including, but not limited to business and financial information.
4. At all times, including when using social media during non-work hours, employees must comply with the Hamlet's policies regarding the confidentiality of Hamlet operations.

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5. Employees may not, at any time, use social media to discuss confidential work-related matters.
6. Unless specifically instructed, employees are not authorized to speak on behalf of the organization. Employees may not represent that they are communicating on behalf of the Hamlet or do anything that might reasonably create the impression that they are communicating on behalf of, or as a representative of, the Hamlet.
7. Hamlet employees are prohibited from taking photos of work-related information and posting this information on a social media site, unless expressly authorized by the SAO.
8. Employees are personally responsible for their commentary, even on personal pages. Employees should be aware that they may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just the Hamlet.

### PROCEDURES

9. The SAO will review, consider, or take other action concerning any violation of the Code of Conduct Policy in accordance with the Processive Discipline Policy.
10. The SAO will implement and administer the Social Networking Policy.
11. The SAO will investigate and respond to all reports of violations of the Social Media Policy.
12. The SAO will promote the ethical standards expressed within the Social Networking Policy.