

<b>Hawkeye Area Community Action Program, Inc.</b> <b>Policy and Standard Operating Procedure</b> <b>Internet Social Networking and Blogging Policy for Employees</b>	<b>Policy # 509</b>
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	<b>Effective: May 28, 2009</b>
<b>APPROVED BY: Board of Directors</b>	<b>Revised: April 25, 2019</b>

## **Policy Statement**

In general, Hawkeye Area Community Action Program, Inc. (HACAP) view social networking sites, personal websites, and weblogs positively and respects the right of employees to use them as a medium of self-expression. If an employee chooses to identify himself or herself as an employee of HACAP on such internet venues, some readers on the sites may view the employee as a representative or spokesperson of the agency. Considering this possibility, HACAP requires, as a condition of employment at the agency, that employees observe the following guidelines when referring to HACAP, its programs or activities, its clients, volunteers, other employees, and/or governing bodies on any social media sites or personal sites.

1. Employees must not mention or refer to any HACAP clients in any circumstance. Situations that happen with clients should not be shared.
2. Employees must be respectful in all communications and social media related to or referencing to the agency, other employees, volunteers and/or governing bodies.
3. Employees must not use obscenities, profanity, or vulgar language.
4. Employees must not use social media or personal websites to disparage the agency, clients, volunteers, other employees, and/or governing bodies of the agency.
5. Employees must not use social media or personal sites to harass, bully, or intimidate other employees or clients. Behavior that constitutes harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability. Sexually suggestive, humiliating, or demeaning comments, and threats to stalk, haze, or physically injure another employee, client, volunteer, or governing body.
6. Employees must not use social media or personal websites to discuss engaging in conduct that is prohibited by agency policies, including but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.
7. Employees must not post pictures of clients, volunteers, other employees, or governing bodies on social media and personal websites without first obtaining written permission.
8. The use of our copyrighted agency name or logo is not allowed without written permission.

Any employee found in violation of any portion of this Social Networking Policy will be subject to immediate disciplinary action, up to and including termination of employment.

## **Process Manager**

This policy was written by the Information Systems Manager for use by all HACAP operations. Questions regarding this policy should be directed to the IS Department at 319-393-7811.