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| LANARK COUNTY COMMUNITY JUSTICE | POLICIES AND PROCEDURES |
| **SECTION: HUMAN RESOURCES** | DATE: Developed April 2017 |
| SUBJECT: **Social Media and Internet Use Policy for Staff/Volunteers using LCCJ Profiles, Accounts and Name/Identity** | HISTORY: New Policy Spring 2017 |
| **PURPOSE:** To limit any risks that would damage the reputation and credibility of LCCJ and the work it does when posting on any online platform using LCCJ profiles, accounts or name. |
| **POLICY:**All publication and commentary posted on platforms using LCCJ profiles, accounts or name, by any staff or volunteer of LCCJ shall promote and enhance community understanding and awareness of the organization and its programs. |
| **Goals in the Use of Social Media:*** To promote and enhance community understanding, awareness and support of our organization, including what we do, why we do it, and how we do it
* To engage in public dialogue about community justice, restorative approaches and practices, our programs and services, and our organization as a whole
* To promote awareness of our events and the work of our community partners

**Procedures:**When posting content on any LCCJ online platform the following guidelines should be followed:1. Content will respect client confidentiality and should not disclose any information deemed confidential by LCCJ
2. All content will align with LCCJ organization values, vision, and mission
3. Proper credit should be given when content comes from another source
4. Any facts in the content should be verified for accuracy before posting
5. In the event that any content posted proves to be mistaken, acknowledgement and correction should be posted as soon as possible
6. Comments from users will be moderated by an LCCJ designate before posting to ensure appropriateness
7. Absolutely no content that is hate-mongering, inciting violence, racist, sexist, ableist, homophobic, transphobic, or oppressive in any way will be posted
8. Any social media or internet accounts set up in the name of LCCJ and their content shall be owned by LCCJ, and will be monitored and supervised by the ED

Any breach of these guidelines may lead to disciplinary action, and may extend to termination of association with LCCJ if deemed appropriate. |
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