**SOCIAL MEDIA AND INTERNET USE POLICY**

**FOR STAFF/VOLUNTEERS USING LCCJ PROFILES, ACCOUNTS AND NAME/IDENTITY**

**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:**

* To promote and enhance community understanding and awareness of our organization, including what we do, why we do it, how we do it and how they can support us
* 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 and content on any LCCJ online platform the following guidelines must be followed:

1. Under no conditions will any content breach client confidentiality or disclose any information deemed confidential by LCCJ
2. All content must align with LCCJ organization values, vision, and mission
3. Proper credit must be given when content comes from another source
4. Any and all facts in the content will be verified for accuracy before posting
5. In the event that content which has been posted proves to be mistaken, acknowledgement and correction will be posted immediately
6. Comments from users will be moderated 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 tolerated
8. Any social media or internet accounts set up in the name of LCCJ and their content shall be owned by LCCJ, and must 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.