**SOCIAL MEDIA AND INTERNET USE POLICY**

**FOR STAFF/VOLUNTEERS USING PERSONAL PROFILES AND ACCOUNTS**

**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 personal profiles or accounts.

**Policy**:

No publication and/or commentary posted on social media using personal profiles and accounts, by any staff or volunteer of LCCJ, shall damage community understanding and awareness of LCCJ and its programs.

**Procedures:**

Staff and Volunteers will be informed that all communication they make on social media (including Facebook, blogs, news outlets, websites, tweets, etc.) is public; comments and information must not damage the reputation and credibility of LCCJ.

When posting and content concerning LCCJ on any online platform the following guidelines must be followed:

1. Under no circumstances will any content breach client confidentiality or disclose any information deemed confidential by LCCJ
2. Absolutely no content that is hate-mongering, inciting violence, racist, sexist, ableist, homophobic, transphobic, or oppressive in any way will be tolerated
3. Where an individual’s connection with LCCJ is apparent, it should be made clear that the individual is speaking for themselves and not on behalf of LCCJ
4. Where an individual identifies their affiliation with LCCJ, social media activities should be consistent with LCCJ’s high standards of ethical conduct
5. If communication is being made online by staff or volunteers about LCCJ, the individual’s connection with LCCJ should be disclosed.
6. Should any staff or volunteers come across any negative or problematic content online about LCCJ, they will notify the Executive Director as soon as possible.
7. LCCJ strongly discourages staff and volunteers from “friending” clients and their support people. In cases where the staff/volunteer is already an online “friend” of a client or their support people, this connection must be disclosed to a staff person at the onset of the process to assign volunteers to a file so that a determination may be made if there is a potential conflict of interest
8. This policy will be reviewed with staff and volunteers on a regular basis as a component of mandatory annual training
9. LCCJ strongly encourages all staff, board members and volunteers to join LCCJ social media groups/pages to “like” and share LCCJ content on a regular basis

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