

**CHAPTER 7: Personnel Policies**

**Appendix C**

*Approved by Session April 17, 2016*

**COMMUNICATION AND SOCIAL MEDIA POLICY**

This policy provides guidance for employee use of social media, which should be broadly understood to include blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a public manner.

**PROCEDURES**

The following principles apply to professional use of social media on behalf of First Presbyterian Church, Belmont, as well as personal use of social media.

- Employees need to know and adhere to the Standards of Ethical Conduct approved by the Presbyterian Church (U.S.A.) when using social media.
- Employees should be aware of the effect their actions may have on their images, as well as the image of First Presbyterian Church, Belmont. The information that employees post or publish may be public information for a long time.
- Employees should be aware that First Presbyterian Church may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to the Church, its employees, families, children or members.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should ask a Direct Supervisor before posting.
- Employees should get appropriate permission before referring to or posting images of current or former employees, members, children and/or families.
- Social media use should not interfere with employee’s responsibilities at First Presbyterian Church. The Church’s computer systems are to be used for business purposes only. When using the Church’s computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Church website), but personal use of social media networks or personal posting of online content is discouraged and could result in disciplinary action. Employees should not assume a right to privacy in their use of any Church technology or systems.
- Subject to applicable law, after-hours online activity that violates the Church’s Standards of Ethical Conduct or any other Church policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with the Church, a disclaimer should be used, such as this: “The postings on this site are my own and may not represent First Presbyterian Church or Weekday School’s positions, practices, or opinions.”
- Employees who violate ANY provisions of this Policy shall be subject to disciplinary action, up to and including termination.

(Print Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_