BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION

SUBMITTED BY: Kathryn Baker	**DATE SUBMITTED:** 07/15/14	**SECTION:** Personnel Policies	
BOARD APPROVED ON: 07/15/14	**DATE REVISED:** 04/18/18, 04/17/19	**SUBJECT:** Social Media/Email	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 04/18/18, 04/17/19, 04/21/21, 4/20/2023, 9/15/2026		**POLICY #:** EE-003	**PAGE #:** 1 of 2

I. APPLICATION

This policy shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of the organization for employees to use all forms of social media and email responsibly and effectively with the intent of promoting the organization's mission.

III. DEFINITIONS

Social Media: Websites and applications that enables users to create and share content or to participate in social networking; includes, but is not limited to, Facebook, Twitter, LinkedIn, YouTube, Cloud, Instagram, blogs, etc.

Email: A message distributed by electronic means from one computer user to one or more recipients via a network to confirm information, confirm appointments and accomplish other similar tasks; includes work and personal email accounts

IV. STANDARDS

The following principles should be used when using social media for business purposes:

A. Do not share pictures or confidential information on social media. This includes information about business practices, coworkers, and the individuals the organization provides services to.

B. Information that is shared on social media may be personal statements, not statements representing the organization unless it is on the official site and authorized site manager shares the information.

C. Refrain from using vulgar or offensive language on social media sites. Do not endorse products, services, or political parties on organizational sponsored postings.

D. Employees are expected to use discretion and common sense when employing social media for personal and professional use. Every effort should be made to protect the professional, legal, and ethical standards of the organization.

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The following principles should be used when using email for business purposes:

A. Work email should be used for business communication. Email is not to be used for short-term time-sensitive requests for information, to solve problems, to settle disputes, to communicate negatively about others, or otherwise substitute for situations that require a phone call or face to face contact. Personal email should not be used for business purposes at any time.

V. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Employee	1. Reports any alleged misuse of social media/email to their program supervisor.
Program Supervisor	2. Informs appropriate division director of allegation.
	3. Completes administrative review within 5 days.
	4. Forwards completed investigation to division director.
Division Director	5. Reviews and forwards, within 5 days, to the executive director with recommendations for any follow up corrective action needed.
Executive Director	6. Reviews, within 5 days of receipt, and returns to division director and program supervisor for corrective action.