

TOWN OF GREENTOWN SOCIAL MEDIA POLICY

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy 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 contemporaneous manner.

The following procedures apply to professional use of social media on behalf of the Town of Greentown as well as personal use of social media when referencing the Town of Greentown.

Employees should be aware of the effect their actions may have on their images, as well as the Town's image. The information that employees post or publish may be public information for a long time.

Employees should be aware that the Town 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 Town, its employees, or customers.

Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that create a hostile work environment.


Employees are not to publish, post, or release any information that is considered confidential or not public.

This policy shall be in full force and effect on December 7, 2016.

Town Council of the Town of Greentown

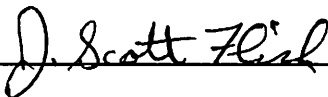


Scott Deyoe, President

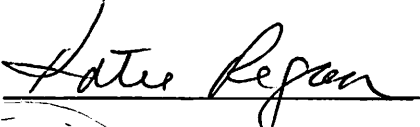


Todd Everling

Joyce Higginbottom




J Scott Flick



Katie Regan

ATTEST



Teresa Duke, Clerk-Treasurer

CONFIDENTIAL

Faint, illegible text, possibly a memorandum or report, consisting of several paragraphs.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

