

# Employee Handbook Policy

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## Social Media

Social media are defined as online technology tools that enable people to communicate easily via the internet to share information. Some of the most popular social media are Facebook, Twitter, Instagram, and LinkedIn.

While social media can keep you connected with a broad range of colleagues and friends they also have inherent risks.

- Once information is released into cyberspace it is **GONE FOREVER** and **CAN NEVER BE RETRIEVED**. It can be copied and passed to hundreds of people in a fraction of a second.
- You may think social media posts are private but they are **NEVER PRIVATE**. They can be copied by your friends and passed to people you don't know.

Because of the nature of social media, our policy is very clear and unequivocal.

**Protect confidential information at all times.** Never post any photos or information about a staff member, our organization, child or family involved in our care, either by name or by any other descriptive nature, on any social media site, ever. This includes positive as well as negative comments.

There is a good reason for this policy. What may seem like an innocent “pat on the back” to a family for handling a difficult medical situation, for example, could be a HIPAA violation, made far more serious by the broad dispersion of information via social media.

As your employer, we reserve the right to review sites to ensure adherence to this policy. Violations of this policy are grounds for discipline including the possibility of dismissal.