# Social Network Sites, Blogs and Forums Workplace Policy

We respect employees’ and volunteers’ freedom to use the internet, weblogs (blogs), web forums, social networking and social media sites as they feel appropriate while off-duty using equipment or systems not owned or provided by God’s Love International (GLI) so long as the activity does not break confidentiality, have a negative effect on our workplace environment, God’s Love International or its business interests. For this reason, employees/volunteers should remember these points when using these systems.

* Employees/volunteers may not use work facilities, equipment, or time to develop, design, maintain, update, or make entries on these sites, blogs, forums, or social networks, with the exception of Public Relations staff assigned this task for agency business. Similarly, employees/volunteers may not link these sites, forums, etc. to the employer’s website unless sharing a link published by God’s Love International for this purpose.
* Employees/volunteers should be respectful of those we serve, vendors, owners, managers, supervisors and fellow employees or volunteers. At all times, employees and volunteers must comply with our confidentiality policies to protect confidential and proprietary information about our business, employees, vendors and clients. **This responsibility applies to all professional and personal communication, even while off work using one’s own equipment and includes friending, following or otherwise involving clients in your activity on social network sites, blogs or forums.**
* These systems may not be used to threaten, harm, harass, stalk, invade privacy, publish private facts, defame or infringe intellectual property of any entity or person, with whom we work, serve or have a business relationship or GLI or its staff.
* Employees/volunteers may and are encouraged to express their individual views or beliefs. At the same time, if employees/volunteers state they work for or volunteer with GLI, they must also state that any opinions expressed are those of the individual and not the employer. It must be clear that they speak for themselves, and do not speak for or on behalf of GLI. Individuals are solely responsible for the content of their communication on such sites, blogs, forums and networks and are solely liable for any criminal or civil obligations arising from that activity.
* Employees/volunteers may not use employer trademarks, logos, service marks, slogans or copyrighted materials without express prior written authorization with the exception of links published by the agency for the purpose of sharing.
* Use of social networking sites, blogs, forums or other networks must not violate the employee’s duty of loyalty and confidentiality to GLI. Social networking and/or internet based activities may not interfere with the employee’s work commitments.
* These systems may not be used for illegal, unethical, or other activity that tends to cast the employer in a negative light or that in any other manner impacts or impairs the employee’s relationship to the employer, co-workers or those we serve.
* The fact that this policy does not specifically identify a particular site or technology does not limit the extent of the application of this policy.

God’s Love International monitors its facilities and systems for compliance with this policy and monitors the internet and various sites for the use of our name, copyrights, marks, website, other intellectual property and any other associated inappropriate material. Employees/volunteers who violate this policy are subject to disciplinary action up to and including immediate discharge.

Ronald S. Nelson

Signature

Ronald S Nelson

Print Name

04/27/2021

Date