

HR: EMP17 – Personal Use of Social Media

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Review: Sept. 2020
Revised:
Approved: Sept. 2020

POLICY:

The Lac La Biche County Library Board recognizes that employees utilize social media platforms for personal use and that communications via social media may reflect upon their place of employment.

PURPOSE:

When staff uses social media for personal purposes, behavior and content is not only a reflection of the individual but may also reflect upon the reputation of our libraries. This policy complements, rather than overrides, any existing requirements that staff act professionally, respectfully, and honestly.

PROCEDURE:

- Personal, private, confidential, or internal information about staff, library members or business matters obtained as part of an employment relationship with Lac La Biche County Libraries must never be disclosed using social media either professionally or personally.
- Staff shall avoid all work-related conversations using personal social media.
- Staff must recognize that in a small community where their workplace association with the Library is well known, their conduct on social media may have an impact on the reputation of the employer.
- Non-compliance with this policy will be deemed a breach of the Library Board's Code of Conduct and would carry the disciplinary action reflective of such a breach. ♦

