



WORKFORCE SOLUTIONS TEXOMA SOCIAL MEDIA POLICY

Effective 03/09/2011

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Digg, Twitter and MySpace; video-sharing sites such as YouTube; and e-mail) are a common means of communication and self-expression. However, online postings can conflict with the interests of Workforce Solutions Texoma (WST) and its customers. In addition, Internet usage impacts the speed and overall performance of our network and may allow unsafe viruses, worms and other malicious programs to enter our system. Therefore, WST has adopted the following policy. Breach of this policy may result in counseling and disciplinary action, including termination of employment.

Access

Employees and partner agency staff are prohibited from accessing Internet sites, including blogs, chat rooms, social media sites, etc. for personal reasons during work hours. By signature below, you acknowledge that you have been informed that WST is monitoring Internet usage and violation of this policy can result in termination of Internet privileges, disciplinary action, and/or termination.

Confidentiality and Privacy

Do not disclose WST's confidential or proprietary information, or personally identifying information of any staff member or customer of WST in online postings/publications. Sharing this type of information, even unintentionally, could result in harm to WST and legal action against you and/or WST.

You are prohibited from gaining or attempting to gain unauthorized or unlawful access to another employee's or customer's private data and/or password-protected social network, blog, Internet page, or other Social Media.

Your Identity Online

You are personally liable for all communications and information you publish online. WST may be liable for online activity that uses WST assets, an e-mail address* or any e-mail address that can be traced back to WST's domain, which generally is any Internet address affiliated with WST. Using your name and WST's e-mail address may imply that you are acting on WST's behalf. Because social media and networking activities are public, your WST e-mail address and assets should be used only to perform job-related activities, which may include professional networking but do not include personal social networking.

Outside the workplace, you have a right to participate in social media and networks using your personal e-mail address. However, information and communications that you publish on personal online sites should never be attributed to WST or appear to be endorsed by, or to have originated from, WST.

If your co-workers or work affiliates have access to your social media sites (e.g. Facebook, LinkedIn, MySpace, etc), you should treat all communication on that site as you would a professional network.

If you choose to disclose your affiliation with WST in online communications, or if an outside party could reasonably identify your employment with WST, then you must treat all communications associated with the disclosure as professional communications governed by this and other WST policies. You must also include the following statement "The views expressed here are mine alone and do not express the views of WST".

Limitations on Online Publications

Never identify a customer or co-worker in an online posting without his or her prior written permission. In addition, do not post any audio or video recordings or pictures of WST employees that depict employees in business-related activities without the prior written consent of WST's Executive Director.

Obey local, state and federal laws and ethics rules, including the WST Code of Conduct. Do not post information or engage in online activity that violates the law or applicable professional rules of conduct.

Identify all copyrighted or borrowed material with citations and links. When publishing direct or paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.

Direct all requests for references for current or former WST employees to your manager/supervisor. Comments you post about current and former employees can have legal consequences, even if you make comments personally and not on WST's behalf.

Creating and Managing Content

WST must approve any website, blog, chat room, video-sharing site, bulletin board or other social media that promotes WST. No employee may incorporate WST's logo or other intellectual property in a website, blog, chat room, video-sharing site, bulletin board or other social media without the written permission of WST's Executive Director.

If you are authorized to maintain a website, blog, chat room, video-sharing site, bulletin board or other social media that promotes WST, you are responsible for reviewing responses to online posts and resolving any concerns about the propriety of the responses before they are posted. In addition, you may not blog on WST's behalf.

Do not respond to inaccurate, accusatory, or negative comments/postings by bloggers or other online participants without the approval of WST's Executive Director.

Refrain from publishing comments about controversial or potentially inflammatory subjects, including politics, sex, religion or any other non-business related subjects in any posts or other online communications involving WST.

Avoid hostile or harassing communications in any posts or other online communications involving WST. Harassment is any offensive conduct based on a person's race, sex, gender, gender identity, national origin, color, disability, age, sexual orientation, veteran status, marital status, religion or any other status protected by law.

WST respects employee's rights under the National Labor Relations Act, such as the right to discuss the terms and conditions of employment. Accordingly, nothing in this Policy shall be deemed or meant to be a limitation upon employees' rights under the NLRA.

*Due to contracts with the Texoma Workforce Development Board and the Texas Workforce Commission, e-mail administration may be provided to WST by several service providers. At the time of this policy creation, the provider is the Texas Workforce Commission. This policy applies to any provider of e-mail services in the future.

I understand that violation of this code may be grounds for termination of Internet privileges, disciplinary action, and/or termination of employment.

SIGNATURE

DATE