



## **DRSSC Appropriate Social Media / Email Conduct Policy**

### **Policy Statement**

Deep River Shoreline Sports Club (DRSSC) supports the appropriate use of apps, technology and social media by our employees and volunteers. This policy provides guidelines concerning the appropriate use of apps, technology and social media by our employees, volunteers, and members, both while at DRSSC and outside of DRSSC work hours and activities when communicating on club social media platforms and apps. While DRSSC respects the privacy and personal lives of our employees & volunteers, our employees & volunteers remain representatives of DRSSC even when not at the club. As such, this policy provides for the necessary guidance to make sure employees and volunteers are aware of their responsibility to maintain respectful dialogue and a positive image of DRSSC.

Employees and volunteers who are provided with a username and secured access to DRSSC social media accounts and apps must not share, without permission from the club, logins with co-workers or people outside the organization. Each technology utilized by the club will have an administrator and/or super user assigned. Each software will have an administrator/super user assigned. DRSSC reserves the right to review and/or access club email at any time.

### **Appropriate Use of Apps, Email and Internet**

Employees and volunteers are to use DRSSC email accounts, apps and technology and access the internet for DRSSC purposes only (refers to duties required as outlined in the employment agreement, job description, volunteer role or as guided by DRSSC).

Any activity that reflects negatively on DRSSC, poses a danger to another organization or other individuals, or conflicts with DRSSC policies will not be permitted, and must adhere to the DRSSC *Workplace Violence, Harassment and Discrimination, Appropriate Workplace Conduct and Confidentiality* policy. Unprofessional / discriminatory, harassing communications and/or behaviours will be addressed and could lead to discipline, up to and including termination, and could lead to criminal or civil action against an employee.

### **Restricted Use – Club Computers, Email and Social Media Accounts**

- If an inappropriate email or link is received, it must not be forwarded and be deleted immediately, or if from an internal source ie. employee, volunteer or member, the email must be reported.
- Internet sites which are deemed to be inappropriate in the workplace are not permitted to be accessed. Examples: pornographic websites, blocked websites, potentially harmful websites, etc.
- Club email must only be used for DRSSC purposes. Emails are only to be sent or received to and from people as required for club purposes.
- No security programs or utilities are to be installed or used, unless specifically instructed to do so. Employees must comply with copyright and licensing restrictions on any information which has been downloaded or is protected by DRSSC or another organization.

## Social Media

Social media refers to forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. Examples include but are not limited to: Facebook, LinkedIn, Twitter, Instagram, etc.

Employees and volunteers are representatives of the Club both during and outside of work hours. As such it is a condition of employment that employees represent themselves, and DRSSC, professionally. It is understood that social media is a medium to exchange information. As such, employees will be held accountable for what is written, portrayed, or displayed on social media. This is the case whether it be during, or beyond, work hours or activities.

Restricted comments and/or behaviours may lead to discipline, up to and including termination, and could lead to criminal or civil action against an employee.

Employees and volunteers are responsible for the use and output of their computers, email accounts and personal social media accounts. Social media content will be deemed to be that of the registered user/owner of the account and appropriate consequences will follow accordingly. Employees are encouraged to use appropriate password and protections and ensure their social media accounts are secure.

**Where an employee, volunteer, or staff member publicly associates with DRSSC, all materials associated with their social media outlet may reflect on the company. The terms of this policy apply.**

### The following are restricted:

- Any comments and/or behaviour that are deemed to constitute harassment, discrimination, sexual harassment, or workplace violence, as outlined in the organizations' *Workplace Violence, Harassment and Discrimination Policy*.
- Inappropriate comments or displays, disrespectful conduct about or towards the organization, another employee, member, or someone affiliated with DRSSC, as outlined in DRSSC's *Appropriate Workplace Conduct Policy*.
- Any other comments, displays or behaviours that would reflect, or ought to reasonably have known to reflect negatively on the organization, another employee, member or someone affiliated with DRSSC.
- Should the employee affiliate themselves with the organization on social media, any comments made will be required to include a disclaimer stating that any opinions expressed are the employee's own and do not represent the club's positions, strategies, or opinions (this may be done via a general disclaimer on their social media outlet or page).
- The employee must not speak on behalf or represent the organization in any way, release or disclose messages not approved, and internal, confidential, or proprietary information of any kind, without express written authorization from the club.
- Employees must comply with copyright and licensing restrictions on any information which has been downloaded or is protected by DRSSC. Employees are prohibited from using protected materials (copyright material, branding and/or logo(s)) without prior express written permission.