A 501(c)(3) Not-For-Profit Employment Education and Training Agency

Employee Connections/Community Youth Employment Program

**Social Media Policy**

**Don’t**…

* Share Private information. Every company has some information they would rather keep private. Make sure you know when specific pieces of information are not to be leaked.
* Share private information. Discussing financial information; such as how much you’re getting paid, or sharing contact information can severely impact your current job placement and future job placements, other employees, and could lead to job write up/action plans. Discussing health information can sometimes be a criminal offense! A good rule of thumb is never to share information that isn’t about you.
* Make derogatory comments about employers or their practices. Everyone wants to vent about workplace situations occasionally, but negative comments can get you fired. Negative comments that are untrue can get you sued!
* Make derogatory comments about customers, employers, other staff or co-workers. Funny stories happen daily, but sharing online, even if it can’t get back to the person makes others feel like your staff and program enjoys gossip.
* Make derogatory comments about other youth in Employment Connections Programs. Competition is healthy, but when it becomes unfriendly, however, it can create a lack of trust with your community and relation by another youth. Even if another person attacks publicly on Social Media, taking the high road will nearly always prevail.
* Gossip, Office gossip always gets back to the source. Banning gossip is critical to healthy and working teams. Today with 24/7 access of the web, gossip is thriving and more dangerous.

**Do**…

* Encourage positive stories about yourself, other employees, employers, meetings, and projects. Make sure you aren’t violating privacy (ask and inform the person or business), but sharing the positive may create a great vibe.
* Create Social Media anticipation. Hints form you on Social Media that bog things are coming can often be more valuable than leaking secrets too early. Example: If your program is having a big event where they want to invite the community (You could post: “This program is great, we’re having a support the Community Event coming soon”) then later post Event… but remember to ask permission first.
* Publically praise your employer (depending on the Employer’s Social Media Policy). Telling that an employer is “good place to work” is nice. Telling them on your Facebook page so friends and family can see demonstrates your pride where you work. But never without permission from your Employer.
* Share Snap shots and even short videos are great ways of expressing your personality of how you feel about your workplace. Again, be sure to respect privacy!!
* Plan a social media strategy. Put the power of social media to work for you but in a good light, but planning is essential. If you’re going to use social media, think ahead, and tie it into making you look successful by saying, “Hire me, I’m that person you need on your Team”. Use it for marketing efforts for yourself.
* Discuss the dos and don’ts with your program work site. It can harness the power of social media and also create accountability for yourself and your employer. You always need to know exactly what to share and what to keep quiet.

6/25/2019

**Youth Name (***Print Legibly***): Date:**

6/25/2019

**Youth Signature: Date:**

**Case Manager: Date:**



6/25/2019

**Director of Training: Date:**

**Program Manager: Date**: