



Policy Name:	Communication and Social Media	Date Revised:	9/2017
Purpose:	Guidelines for Usage of Communication and Social Media	Board Approval:	9/2017

This policy provides guidelines for employees regarding the usage of electronics, email, text messages and social media that include information and/or photos of the company or youth residents (existing or former) or impair the ability to perform job duties safely.

Electronics: For the safety all GNB employees, youth, and the community, all employees are prohibited from using cell phones and hand-held GPS devices including text messaging while driving on company business and/or company time. If your job capacity requires that you keep your cell phones on while driving, you must use your hands-free device and safely pull off the road prior to conducting any company business.

Usage of all electronics must be done in a manner that does not violate applicable laws associated with confidentiality and/or promote an environment of harassment or violence.

GNB Email/Text Messages: Given the expediency of email and text, both are commonly utilized within the company to communicate. However, the nature of our business require we adhere to all applicable laws in regards to maintaining the confidentiality and upholding the rights of other employees, youth residents (existing and former) and the company. To that end, the following language must be on all company emails under your GNB email address:

Confidentiality Statement: The information in this email may be confidential. It was sent for the sole use of the intended recipient(s). If you are not the intended recipient, please be aware that any unauthorized review, use, disclosure, dissemination, distribution, or copying of this communication, or any of its contents, is prohibited. If you have received this communication in error, please reply by email and destroy all copies of this message. Thank you.

We should also be mindful that all employees are prohibited from engaging in any conduct via company email or via personal text that violate applicable laws associated with confidentiality and/or promote an environment of harassment or violence.

Note: Management is not responsible for information employees do not receive due to the employee not checking company email.

Social Media: Given the usage of this medium should be done with respect and sensitivity to applicable laws, the Chief Executive Officer has the exclusive authority in utilizing and/or communicating via social media and all other forms of communication. To that end, All employees are prohibited from posting any content associated with the company or youth residents (existing or former).

All Employee of (GNB) Greater New Beginnings Youth Services, Inc. will follow these guidelines as it relates to Electronics/GNB Email/Text Messages/Social Media:

- No photo(s) of any youth resident or company information shall be shared online or via text for any reason.
- All company-based conversations and meeting discussions should not be disclosed on any media platform such as (but not limited to) Facebook, Twitter, Instagram or any other social media site.
- All employees are prohibited from personal usage of electronics, email, text messages and social media during work hours.
- All employees are prohibited from speaking to or responding to any media representative without prior written designation to be the company spokesperson
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- All employees are prohibited from using company email address for any social media r commercial site that is not company related and authorized in writing.
- GNB email should only be used for work purposes only

Greater New Beginnings Youth Services, Inc. reserves the right to access and review any company electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of the company policy or any laws occur. Additionally, the company will override all personal passwords (GNB issued) if necessary for any reason.

By signing below you acknowledge and understand the guidelines above and agree to adherence. By signing you understand that violation of this policy, willfully or unintended, you will be subject to disciplinary action up to possible termination.

GNB Employee

Date