

Center for Independence  
Social Media Policy

**1. Policy Statement**

The Center for Independence (CFI) will host media platforms and online communities, such as Facebook and Twitter. CFI staff are encouraged to contribute to CFI's social media platforms and online communication. Staff will not "friend" participants through their personal social media accounts.

**2. Application**

This policy applies to all Center for Independence staff. It will assist CFI staff members when they use social media in the following capacities

- Adding content to official CFI social media pages
- Making references to the CFI within a personal capacity on a social media platform

This policy does not apply to CFI staff in their personal use of social media platforms where the staff member makes no reference to CFI. If employees choose to reference CFI in their personal use of social media (including but not limited to posting comments about CFI, or using it in their job description ) they agree to conduct themselves online within the guidelines of the policies and procedures outlined in the employee handbook.

**3. Social Media Tools**

Social media platforms have the potential to connect CFI employees with participants and community partners outside the office walls. These connections can be formed through shared media content like photos, videos, and blog posts, or through garnering online friendships and partnerships with participants, nonparticipants, organizations, and businesses.

Examples of social media tools are:

- Social networking (Facebook, MySpace)
- Video and photo sharing sites (Flickr, YouTube)
- Microblogs (Twitter)
- Webblogs
- Forums and discussion boards
- Encyclopedias (Wikipedia)
- Other online communities (Imgur, Reddit)

- Interacting with participants, nonparticipants, organizations, and businesses on behalf of CFI

8. **Violation of Policy**

Any employee found to be in violation of these policies is subject to disciplinary action, including termination.

Signed \_\_\_\_\_ Date \_\_\_\_\_