

**Employee/Volunteer Social Media Policy
YMCA of Hagerstown, Maryland**

The YMCA of Hagerstown does not intend to interfere with an employee's/volunteer's private life, but publicly observable communications, actions, or words are not private. All YMCA staff must use good judgment and discretion. If you want your use of technology to be private, do not allow it to be seen in the electronic public forum. If you or your words are public, make sure they are not contradictory to your role at the YMCA and are reflective of the mission and values of our association.

As a YMCA employee/volunteer, it is every staff member's responsibility to deliver on our mission. This includes all dealings with the community; inside and outside the workplace, both on and off duty. It is the responsibility of the YMCA employee/volunteer to avoid any inappropriate speech or behavior in the presence of our community members at all times, including, but not limited to, voicemail at work and online profiles.

Employees/volunteers are responsible for the content of all text, audio, or images that are placed or sent over the Internet. This includes, but is not limited to, fraudulent, abusive, profane, harassing or obscene messages or derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes, or sexual orientation. This content will put you at risk for disciplinary action up to and including termination.

If you choose to have an online profile, please be aware that you are putting yourself at risk. Whenever possible, the YMCA recommends making private your online accounts or profiles. The less that you put online, the less you can be held accountable for. You are solely responsible for legal liability arising from, or relating to, the content you've put online.

The YMCA is constantly doing their best to protect the identities of their participants and staff. The YMCA recommends that no employee initiates contact with program participants. If a participant is under the age of 18 and is not a staff member, the YMCA of Hagerstown prohibits employees/volunteers from "friending", "following", "liking", or having a private association with them. Supervisors reserve the right to question employees/volunteers about their online relations with program participants. These put you at risk for everything up to and including termination.

The personal use of photos, logos, or images of the YMCA or its programs and participants is prohibited. When using YMCA photos, logos, and images in professional communications, you should be especially careful to follow National Brand Compliance.

Unless specifically authorized by the YMCA, time spent participating in the above-mentioned computer activities must not interfere with your job duties. If a manager determines that an employee is not working to his/her full potential because of personal misuse of YMCA technology, disciplinary action will be taken up to and including termination of employment.

Employee/Volunteer Name (Print)

Date

Employee/Volunteer Signature