

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: Social Media and Social Networking Policy

PROCEDURE NO: HR 700.20

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DATE: May 2010

REVISED BY: Kristen Gregory

DATE: May 2018

APPROVED BY: Ron Litwiller

DATE: August 2018

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## PURPOSE:

Mennonite Village views social networking as a strictly personal activity unless your job includes engaging social networking for the specific purpose of promoting the company. The following guidelines apply to employees who choose to engage in social networking and/or social media.

## POLICY AND PROCEDURE:

1. Any posting to a public forum, such as e-mails, web-blogs or on-line journals, whether for personal use or if hosted by the company, must be consistent with Mennonite Village's policies and standards including, confidentiality, discrimination, harassment, courtesy and professionalism.
2. Social networking sites including but not limited to sites such as Facebook, YouTube and Twitter should not be accessed or used during work time, unless authorized by your supervisor or manager.
3. While we believe that work related complaints are best resolved by speaking with the person directly or by utilizing our open door policy, if you decide to post complaints or criticism online, avoid statements, photographs, video or audio that could reasonably be construed as malicious, obscene, threatening, intimidating or that might constitute harassment. Remember, offensive, demeaning or abusive remarks are just as unacceptable online as they are offline.
4. Employees should not identify themselves as representatives of Mennonite Village. If you have listed Mennonite Village as your employer, you have associated yourself with the company and as such you take responsibility for representing Mennonite Village in a professional manner. Any personal blogs or posts that mention Mennonite Village must contain a disclaimer that the views expressed are yours alone and do not represent the views of Mennonite Village.
5. Do not share confidential or proprietary information about Mennonite Village. This includes but is not limited to information about our sales, finances, strategies, planning and any other information that has not been publicly released by the company.

6. Do not engage in behavior that will reflect negatively on Mennonite Village's reputation. This includes but is not limited to the use of copyrighted or plagiarized information.
7. All media inquiries should be directed to the CEO or his/her designee. Do not speak to the media on Mennonite Village's behalf without contacting the CEO or his/her designee.

Remember, you are responsible for anything you write or present online. Violation of this policy can result in disciplinary action up to and including termination of employment.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or HR if you are uncertain.