

Sample Internet Postings Policy

Many non-profit organizations are developing personnel policies with respect to employee participation in social networking websites and similar activity. Following is a sample policy:

Internet Postings Policy

This policy applies to employees who effect postings via the Internet, including but not limited to social networking websites such as MySpace, Facebook, and YouTube; Blogs; and Wikis such as Wikipedia and any other site where text can be posted.

1. Be aware of your relationship with the Organization in online social networks. Ensure your profile and related content will not cause embarrassment or bring disrepute upon the Organization, or subject the Organization to scorn, by virtue of its employment relationship with you.
2. Do not criticize the Organization, its activities, directors, officers, staff, members, volunteers, supporters, customers, constituents, or the sector the Organization represents.
3. If you discuss the Organization or Organization-related matters, be clear that you are speaking for yourself and not on behalf of the Organization. For example, use this disclaimer: "The postings on this site are my own and do not necessarily represent the Organization's positions, strategies, or opinions." Also, be sure to identify yourself – name and, when relevant, role at the Organization – and write in the first person.
4. Do not post or disclose confidential or other proprietary information of the Organization. Ask permission to publish or post materials owned by the Organization.
5. Do not cite or reference directors, officers, staff, members, volunteers, supporters, customers, or constituents without their approval.
6. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Organization's workplace. Avoid topics that may be considered controversial – such as politics and religion.
7. Internet postings should not violate any other applicable policy of the Organization, including those set forth in the Employee Handbook and Code of Conduct.
8. Finally, always keep in mind that what you publish may reflect on the Organization.

Please be aware that violation of this policy may result in disciplinary action up to and including termination.