

Internet Social Networking and Blogging Policy for Employees

In general, Labette Center for Mental Health Services, Inc. (LCMHS) views social networking sites (e.g., MySpace, Facebook, and Twitter), personal Web sites, and Blogs positively and respects the right of employees to use them as a medium of self-expression.

Employees who engage in social networking should be mindful that their postings, even if done off premises and while off duty, could have an adverse affect on LCMHS's legitimate business interests. For example, the information posted could be LCMHS's confidential business information. In addition, some readers may view you as a *de facto* spokesperson for LCMHS. To reduce the likelihood that your personal social networking will have an adverse effect on LCMHS, we have implemented the following guidelines when social networking:

1. Your social networking is subject to all of LCMHS's policies, including, but not limited to: Non-harassment policy, standards of conduct policy, communications policy, conflict of interest policy, and confidentiality policy.
2. Employees must be respectful in all communications and blogs. Employees should not use obscenities, profanity, or vulgar language.
3. Employees are reminded that information posted on personal websites can be viewed by members of the public, by others in the company, by customers or clients of the company, or by competitors of the company. Employees are expected to be respectful and avoid disparaging remarks or images about any of these individuals or companies.
4. If your social networking includes any information related to LCMHS, please do the following:
 - a. Make it clear to your readers that the views expressed are yours alone and do not reflect the views of LCMHS, by stating, for example, "The views expressed in this post are my own. They have not been reviewed or approved by LCMHS."
 - b. Do not defame or otherwise discredit LCMHS's services or its reputation. Never mention patients, business partners, or suppliers without prior approval.
 - c. Do not use LCMHS's logo, trademark or proprietary graphics, or photographs of LCMHS's premises or services.
 - d. Do not disclose personal or contact information, or post photographs, of coworkers, supervisors, or patients without their prior permission.
 - e. If someone from the media or press contacts you about your social networking activities that relate to LCMHS, speak to your department manager before responding.
5. Employees must not use blogs or personal websites to disclose any confidential information of LCMHS, its employees, or its patients or their families.
6. Staff providing direct services shall not friend recipients of their services or the immediate family of those receiving their services. Staff members are discouraged from friending patients for whom they have provided services to in the past.

7. Employees should not use instant messaging, or any other social networking activities, to communicate with either LCMHS's patients or their families.
8. Employees must not use blogs or personal websites to harass, bully, or intimidate other employees. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, creed, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another employee.
9. Employees must not use blogs or personal web sites to discuss engaging in conduct that is prohibited by LCMHS policies, including, but not limited to, the improper or illegal use of alcohol and drugs, sexual behavior, and sexual or other unlawful harassment.
10. Don't forget your day job. Employees should make sure that their online activities do not interfere with working and our commitment to our patients.
11. LCMHS will, in its discretion, review your social networking activities. Please note that this Policy applies even if your social networking is anonymous or under a pseudonym. If you do engage in such social networking, you should be aware that in appropriate circumstances LCMHS will take steps to determine your identity.

Any employee found to be in violation of any portion of this Social Networking and Blogging Policy will be subject to immediate disciplinary action, up to and including termination of employment. LCMHS also may report suspected unlawful conduct to appropriate law enforcement authorities. Note, however, that nothing in this policy will be interpreted to limit or interfere with your rights under Section 7 of the National Labor Relations Act.