



City of Grants  
Social Media Policy  
July 2018

Our social media company policy is to establish and uphold a framework for using social media. Social media has expanded communication opportunities and can provide significant benefits. The City of Grants has implemented the following social media policy to help our employees understand and adhere to standard responsible social media practices to protect the employees, their jobs, and the City of Grants as a whole.

- Confidentiality: Employees are prohibited from posting or disclosing any information that is confidential or propriety to the City of Grants, or to any third party that has disclosed information to the City of Grants. This includes, but is not limited to, financial information, client information, or anything considered confidential.
- Employees are responsible for the content they publish on social media sites and are to refrain from any action that may have a potentially harmful effect on the City of Grants. As an employee of the City of Grants, you are an ambassador for the company and your manner in all situations, including online, should reflect that in a positive way.
- Avoid any defamatory, offensive or derogatory content when representing the City of Grants.
- Employees may not use the City of Grants equipment to conduct personal social media activities.
- Refrain from posting inappropriate photographs while representing the City of Grants. This includes, but is not limited, to while in City uniforms, in or around city buildings, or in or around city vehicles.
- If unsure, don't post it. Staff should err on the side of caution when posting to social networks.
- Violations of this policy may result in disciplinary action, including termination of employment.