

Agency Wide Policy and Procedure

SECTION: Guidelines for Conduct

SUBJECT: Social Networking

POLICY NUMBER: 4.12

ATTACHMENTS: None

APPROVAL DATE: 9/26/18

REVISION DATE: 10/21, 7/25

First Resources Corp. recognizes that you, as an employee, might use social media, such as: Facebook, X, TikTok, YouTube, Instagram, and Snapchat, to name a few. However, an employee's use of social media could become a problem if it:

- Interferes with the employee's work.
- Is used to harass or discriminate against co-workers or our clients.
- Creates a hostile work environment.
- Divulges confidential information about our agency or our clients; or
- Harms the goodwill and reputation of our organization.

As a result, First Resources Corp encourages employees to use social media within the following guidelines. If you are uncertain about the appropriateness of a social media posting, check with your director or supervisor.

Social Media Guidelines

- The First Resources Corp policy on Use of Computers, Laptops and Electronic Equipment (Policy 2.08) applies to social media use at work. First Resources Corp reserves the right to monitor, intercept, and review every employee's activity using its information technologies and communications systems. Employees should have no expectation of privacy in the social media activities performed on First Resources Corp electronic media.
- Employees may not use their First Resources Corp. email address to register for any social media site.
- Employees are encouraged to share First Resources social media posts to promote First Resources.
- If you post any comment about our organization, you must clearly and conspicuously state that you are posting in your individual capacity and that the views posted are yours alone and do not represent the views of our organization.
- Unless given written consent, you may not use the First Resources Corp logo or any organizational material in your posts.
- All postings on social media must comply with our policies on confidentiality and disclosure of proprietary information. If you are unsure about the confidential

nature of the information you are considering posting, consult your Supervisor, Director or Executive Director.

- Employees may not post anything that First Resources Corp, its employees, parents, guardians, vendors, or donors would find offensive, including any statements, pictures, or videos that may be deemed discriminatory or evidence of unlawful harassment. You could be sued by other employees or any individual that views your social media posts as defamatory, harassing, libelous, or creating a hostile work environment.
- All First Resources Corp policies that regulate off-duty conduct apply to social media activity including, but not limited to: policies related to illegal harassment, code of conduct, nondiscrimination, and protecting confidential and/or proprietary information.
- Supervisors, coordinators, and managers may not provide employment references on social media sites.
- This policy is not intended to in any way violate the concerted activity rule as interpreted by the National Labor Relations Board.
- Violation of this policy may lead to discipline up to and including the immediate termination of employment.