

LOTUS RECOVERY HOUSE SOCIAL MEDIA AND NETWORKING POLICY

Purpose: To provide guidance on for LRH staff and volunteers with regards to social media. The LRH acknowledges the importance that social media and social networking plays in the lives of staff, residents, and volunteers. The LRH also recognizes the role that it plays in maintaining an air of professionalism online. Therefore, it is the policy of the LRH that the staff/volunteers maintain a social network presence that is in line with the mission of the program.

1. Policy Guidelines

- A. LRH staff who choose to acknowledge an affiliation with the LRH on social media/social networking sites, must post a written disclaimer that opinions expressed are solely those of the employee/volunteer and do not express the views or opinions of LRH.
- B. Staff/volunteers partaking in social media sites and social networking are required to monitor all communications to ensure that they are not in violation of any of the standards deemed to be unacceptable by LRH or the MHR SB. The communications include the following:
 1. Self-initiated posts
 2. Reposts from others that are visible on staff's/volunteer's stream, timeline, and or wall
- C. LRH staff/volunteers are expressly prohibited from disclosing any information deemed as confidential. Confidential information includes any information about residents including but not limited to:
 1. Information regarding individual resident's drug/alcohol results or disciplinary action.
 2. Information regarding other staff members/volunteers to include any information found within said staff member's/volunteer's file.
 3. Status as a current, past or potential resident.
- D. Communications that are deemed to be unacceptable include but are not necessarily limited to the following:
 1. Those that violate Federal or State law;
 2. Attributing personal statements or opinions to LRH;
 3. Disclosures of confidential resident information as described in Section C;
 4. Potentially injurious comments or displays about LRH or its staff such as vulgar, obscene, threatening, intimidating, harassing, or a violation on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.
- E. LRH issued email accounts are prohibited from being used in connection with personal social media accounts.

Approved By: Handy

Date Approved: January 29, 2021

Date Revised: