

|                          |  |                                    |
|--------------------------|--|------------------------------------|
| <b>Employee Handbook</b> | Authority:<br>Approved by Council                            | Type:<br>Employee                  |
|                          | Effective date:<br>December 12, 2018                         | Revised date:<br>December 12, 2018 |
|                          | Policy No. 300-19 Social Media and Electronic Communications |                                    |

**R.M. of Browning No. 34**

**Policy No. 300-19 Social Media and  
Electronic Communications**

**December 12, 2018**

**1. Social Media**

- 1.1. Employees must always be mindful of their responsibilities and of the possible consequences and risks of using any form of social media.
- 1.2. When using social media, employees are expected to exhibit sound judgment.

**2. Authorized Use of Official Social Media Accounts**

- 2.1. The R.M. of Browning has a social media presence for official use. Any employee wishing to use the official R.M. of Browning social media platforms must obtain prior approval from the Administrator.

**3. Accessing Social Media from an R.M. of Browning Network**

- 3.1. Employees may access and make limited personal and professional use of social media while on an R.M. of Browning network or device.
- 3.2. When accessing social media on an R.M. of Browning network, employees must keep in mind that the Internet Protocol (IP) address used to access the internet is owned by the R.M. and, as a result, is visible to the public as such. In order to avoid any misuse or appearance of misuse, employees must ensure that they do not engage in unacceptable activities that are not necessarily unlawful, but that may be considered to be in bad taste or unlawful activity, as defined above.
- 3.3. The R.M. of Browning will not tolerate misconduct on an R.M. network. Any breach may result in appropriate measures being taken including, but not limited to, administrative, performance or disciplinary measures, up to and including termination of employment.

|                          |  |                                    |
|--------------------------|--|------------------------------------|
| <b>Employee Handbook</b> | Authority:<br>Approved by Council                            | Type:<br>Employee                  |
|                          | Effective date:<br>December 12, 2018                         | Revised date:<br>December 12, 2018 |
|                          | Policy No. 300-19 Social Media and Electronic Communications |                                    |

- 3.4.** When accessing social media, employees must:
- a. use their own identity;
  - b. be personally responsible for the content they publish;
  - c. be aware that content published may be public or made public by others;
  - d. ensure that any published comments are respectful; and
  - e. use caution and good judgment with respect to any published content.
- 3.5.** When accessing social media, employees must not:
- a. undermine or compromise the integrity or security of R.M. of Browning operations or personnel;
  - b. impair the ability of the R.M. of Browning to engage with businesses, Government or the public;

**4. Accessing Social Media from a non-R.M. owned network or device**

- 4.1.** When accessing social media from a non-R.M. network or device, caution must be exercised to ensure that any published content or statements that may reflect on the R.M. of Browning do not:
- a. undermine or compromise the integrity or security of R.M. operations or personnel;
  - b. impair the ability of the R.M. of Browning to carry out its business.

**5. Electronic Communications Policy**

- 5.1.** The R.M.'s e-mail system is an official communication tool for R.M. business. If assigned an R.M. email address, or provided with the ability to access an R.M. official email address, employees are expected to use that email address for all business related to the R.M. of Browning.
- 5.2.** Communication via email is expected to be polite, concise, free from abuse and conform to policies including those that require a work environment free from discrimination and harassment. Employees are expected to use common sense and judgment to avoid any communication which is disrespectful, offensive or illegal.
- 5.3.** Employees may be subject to disciplinary actions for using the electronic communications resources in a manner other than for their intended purposes or in a manner that violates applicable laws, rules, and policies.
- 5.4.** All information, including e-mail messages and files, created, sent or retrieved over the R.M. of Browning's technical resources is the property of the R.M. of Browning, and should not be considered private or confidential. Employees should be aware that any electronically stored information created, sent, or received from

|                          |  |                                    |
|--------------------------|--|------------------------------------|
| <b>Employee Handbook</b> | Authority:<br>Approved by Council                            | Type:<br>Employee                  |
|                          | Effective date:<br>December 12, 2018                         | Revised date:<br>December 12, 2018 |
|                          | Policy No. 300-19 Social Media and Electronic Communications |                                    |

others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations.

- 5.5.** The R.M. of Browning reserves the right to monitor use of its technical resources at any time. All information, including text and images, may be disclosed to law enforcement or to other third parties without prior consent of the sender or the receiver.

Document Revision History:

| <b>Document Title</b>                                       | <b>Revision Date</b> | <b>Approved By</b> |
|---|----------------------|--------------------|
| Policy No 300-19 Social Media and Electronic Communications | December 12, 2018    | Council            |
|   |                      |                    |