



City of Columbus  
Department of Human Resources  
77 N. Front Street  
Columbus, Ohio 43215

## ***Social Media Policy***

### **INTRODUCTION**

To assist employees in making responsible decisions, we have established the following policy for appropriate use of social media. Violation of this policy may be subject to disciplinary action up to and including termination.

### **POLICY**

Employees are responsible for the content they communicate online and should be mindful of the information they disclose on the internet.

The following prohibitions shall apply to social media use:

1. Unless authorized by the employee's job duties, employees shall refrain from using social media while on work time or with equipment that is provided to the employee by the City of Columbus for work purposes. Employees may use social media on their personal devices during authorized meal and break times.
2. Statements or uses of any City or City division/department's logo, seal, information, insignia or equipment are prohibited without authorization.
3. Disclosure of confidential and/or proprietary information acquired in the course of employment is strictly prohibited. Confidential information includes information that would not be available pursuant to a public records request or its release would be prohibited by law.
4. Use of the City of Columbus email address to register on social networks, blogs or other online tools utilized for personal use is prohibited.
5. Unauthorized use of images of citizens and/or employees.

If an employee believes that an online communication violates this policy, the employee should immediately report the communication to his or her supervisor or division/department human resources personnel.

The City of Columbus prohibits taking a negative action against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.