

SAMPLE

The Housing Authority of the City of Charleston Electronic Communications Policy

Purpose

The Housing Authority of the City of Charleston (CHA) recognizes the importance of the Internet and all forms of electronic communications. The purpose of the guidelines in this policy is to promote a respectful, knowledgeable interaction among employees with persons on the Internet. These guidelines are also to protect the privacy, confidentiality, and interests of CHA, employees, programs, partners and customers.

Scope

Employees are to use this policy in conjunction with our internal [Internet Policy](#) in the CHA Employee Handbook, which remains in effect. Electronic communications include all forms of internet activity such as blogging, social media websites, personal web sites, postings on wikis and other interactive sites, postings on video or picture sharing sites, comments on the public Internet and or email. Note that these policies and guidelines apply only to work-related issues and are not meant to infringe upon your privacy, personal interaction or commentary online.

Guidelines for Interaction about the Housing Authority on the Internet

- If you identify yourself as an employee of the CHA on the internet, also state that the views expressed on the internet are yours alone and do not represent the views of the CHA.
- Media inquiries regarding CHA via the internet should be referred to the Agency Head.
- Employees are not authorized to speak on behalf of the agency, or to represent that you do so without prior authorization from the Agency Head.

Confidential Information on the Internet

- Employees may not share information that is confidential and proprietary about the agency. This includes information about trademarks or logos, confidential or proprietary information regarding employees, program, services and any other information that has not been publicly released by the agency. If you have any questions about whether information has been released publicly or doubts of any kind, speak with the Agency Head before releasing information that could potentially harm our agency.
- Under no circumstances should any applicant, tenant, resident or client information ever be communicated.

Respect and Privacy Rights and the Internet

- The CHA encourages you to write respectfully, knowledgeably, accurately, and use appropriate professionalism. Employees should not engage in name calling or behavior that will reflect negatively on CHA's reputation.
- Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is prohibited by CHA and can result in disciplinary action up to and including employment termination.
- Honor the privacy rights of our current employees by seeking their permission before writing about or displaying any happenings that might be considered to be a breach of their privacy and confidentiality.

Legal Liability of Employees and the Internet

- As an employee you are legally liable for anything you write or present online. Employees can be disciplined by CHA for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, discriminatory or that can create a hostile work environment.