



## **BEGINNINGS AND BEYOND EMPLOYEE SOCIAL MEDIA POLICY**

Beginnings and Beyond understands that social media has become a part of daily life for many individuals, including both staff and families. Beginnings and Beyond does not intend to curtail the social media usage of those employed/volunteering at Beginnings and Beyond. However, we do request that those Beginnings and Beyond employs, or allows to volunteer, adhere to the policy in regards to their usage of social media as it applies to Beginnings and Beyond, the families we serve, and any or all employees/volunteers, current or previous. This policy applies to any and all employees or volunteers at Beginnings and Beyond and is applicable to any and all forms of social media, including, but not limited to, Facebook, Twitter, Instagram, LinkedIn, Blogs and Wikis. Employees/volunteers are expected to adhere to the same professional expectations and guidelines for interacting with co-workers, students, families, caregivers, and etc. on social media forums as is expected in real life. Employees should refer to the employee handbook for expectations regarding professionalism.

### **PROHIBITED ACTIONS**

Employees and volunteers must adhere to the following guidelines while using social media as it pertains to Beginnings and Beyond. Employees and Volunteers are strictly prohibited from:

- Posting photos of any preschool child(ren) taken while working or during work hours.
- Using personal phones to take photos or videos of enrolled children for any reasons.
- Posting information that is deemed confidential or proprietary to Beginnings and Beyond.
- Posting any material that could be deemed threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards another Beginnings and Beyond employee/volunteer (current or previous) or an enrolled child or family (current or previous).
- Posting negative material concerning Beginnings and Beyond, it's policies, procedures, and etc.
- Discussing or referencing another Beginnings and Beyond employee/volunteer (current or previous) or any enrolled child or family (current or previous).
- Posting the personal information (including, name, address, phone number or email address) of any enrolled children or family (current or previous).
- Posting the personal information (including, name, address, phone number or email address) of any beginnings and Beyond employee/volunteer (current or previous) without their expressed permission.

### **EMPLOYEE RESPONSIBILITIES**

It is the responsibility to each Beginnings and Beyond employee/volunteer to refrain from posting negative and/or harmful material on social media sites in regards to Beginnings and Beyond, enrolled children and families (current or previous) and Beginnings and Beyond employees/volunteers (current or previous). However, if a Beginnings and Beyond employee becomes aware of any conversation or material posted on social media that is negative, hurtful or possess a tone that is critical of an individual employee/volunteer or enrolled child or family, it is that employee's responsibility to report the material or conversation to the owner, Danielle Harrison, or another member of the administration, immediately.

### **PENALTIES / RECOURSE**

If the administration is informed of any situation in which negative/harmful material has been posted on social media, an investigation into such material will begin. If the investigation finds that an employee/volunteer of Beginnings and Beyond has broken any part of this policy, said employee is subject to corrective action, including but not limited to, request to immediately remove post(s), verbal warning, written warning, or immediate termination. Such corrective action is left to the discretion of the owner, Danielle Harrison.

*By signing below, I acknowledge that I have read the above Social Media Policy and intend to abide by the above mention guidelines. I am aware that if I fail to abide by said guidelines I may face corrective action, including possible termination.*

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_