

## ***Social Media***

Social media has become the norm in the society in which we live. Green Township respects the rights of employees to use social media for personal use. Examples of social media include, but are not limited to, Facebook, LinkedIn, Twitter, YouTube, MySpace, or any other website designed to include use for online social interaction. However, it is also important to realize that social media can also blur the line between personal behavior and work life. To address this, the Township has created the following position:

- Employees are prohibited from making any statement on behalf of Green Township without prior approval from the Administrator. Posts that use the Township Company can be considered by others to be the Township's views.
- Be respectful. Keep in mind that all conduct policies, standards and harassment policies apply to content of social media. Employees are prohibited from making statements that would harass, discriminate, threaten, or defame co-workers, managers, suppliers or customers.
- Disclosure of proprietary or confidential information regarding the Township or its employees is strictly prohibited. Additionally, use of the Green Township name or logo is only allowed with the express written approval of the Trustees.

Violation of this policy may result in disciplinary action, up to and including termination. Nothing in this policy is intended to interfere with an employee's ability to discuss his/her terms and conditions of employment as defined under Section 7 of the National Labor Relations Act.

### ***Political Activities***

Non-elected Township employees may not be compelled to participate in political activities and the participation or failure to participate in a political activity may not be considered by the Township in its decision to hire, fire, or promote an employee. Any Township employee who seeks to coerce another employee into participating in a political activity is subject to dismissal. Non-elected Township employees may not conduct or participate in any political activities while on duty. The following activities are strictly forbidden while on duty:

- Declaring candidacy for Township elected office, whether the ballot is partisan or non-partisan.
- Circulating nominating petitions.
- Soliciting, either directly or indirectly, any assessment, contribution, or subscriptions for any party or candidate.
- Soliciting the sale of/or selling political party tickets while on duty.