

## Social Media Policy

The following is a set of guidelines for acceptable behavior on WTSS' online property (example: WTSS' website, social media sites). All online property will be managed by the Marketing & Communications Coordinator and all posts will be reviewed for acceptability.

1. Comments or other entries (including names, aliases) made with offensive and/or inappropriate language will be rejected.
2. Constructive criticism is welcome. However, aggressive attacks will not be allowed.
3. Comments that appear to be spam will not be published and/or will be deleted.
4. Repeat offenders will be blocked from accessing the website.
5. WTSS will not respond to comments that are spam, off-topic, and/or defamatory.
6. The Marketing & Communications Coordinator will respond to acceptable online comments within 2 business days. Confidential information will not be discussed.
7. Posts discovered to be inaccurate will be corrected immediately.
8. All employees engaging in public conversations about the organization will disclose their affiliation.

Summarized from Policy AGEN 1.13 Social Media – External Interactions