

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Administration Services-Human
Resource Management

Policy Number: HHS-ADM-HRM 3154

Policy Title: Social Media Use

Attachments:

Revision History: New policy

Revised by/Date: Holly Hunter 12/4/2019

Approved by: 

Date: 12.5.2019

Jan Manary, Executive Director of HHS

Approved by:

Date:

Nicole Anderson, Commissioner of HHS



12-9-2019

POLICY STATEMENT: Mille Lacs Band Health and Human Services (HHS) discourages the use of company time for personal social networking and expects all HHS employees to be aware of their actions while engaging in personal social media networking.

PURPOSE: To protect the confidentiality of patients with HIPAA, guarantee a constructive relationship between HHS and all employees, reduce the possibility of risk to HHS and its reputation.

PROCEDURE:

HHS expects employees to engage in no more than incidental personal use of social media while working. Over use of personal social media while at work may lead to disciplinary action.

Employees may develop and use an individual social media account on their own time and utilizing their own equipment. In order to protect the integrity of the organization and the programs operating within HHS, the following expectations are set related to social media posts on personal accounts and on HHS accounts:

1. Follow all applicable Mille Lacs Band of Ojibwe (MLBO) Personnel Policies and Procedures and HHS policies. For example, you must not share confidential or proprietary information about MLBO and you must maintain patient and client privacy.
2. If you communicate in the public internet about HHS or HHS-related matters, you must disclose your connection with HHS and your role at HHS.
3. If you identify your affiliation to HHS, your social media activities should be consistent with MLBO's high standards of professional conduct.
4. Where your connection to HHS is apparent, make it clear that you are speaking for yourself and not on behalf of HHS.
5. Be professional, use good judgment and be accurate and honest in your communications; errors, omissions or unprofessional language or behavior reflect poorly on HHS, and may result in liability for you or HHS. Be respectful and professional to fellow employees, business partners, competitors, clients and patients.
6. Ensure that your social media activity does not interfere with your work commitments.

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7. HHS strongly discourages “friending” of patients or clients on social media websites. Staff in patient care roles generally should not initiate or accept friend requests except in unusual circumstances such as the situation where an in-person friendship pre-dates the treatment relationship.
8. HHS discourages staff in management/supervisory roles from initiating “friend” requests with employees they manage. Managers/supervisors may accept friend requests if initiated by the employee, and if the manager/supervisor does not believe it will negatively impact the work relationship.
9. Unless it is preapproved your social media name, handle and URL should not include the MLBO HHS name or logo.

Any social media posts containing inappropriate, derogatory or inaccurate information or posts that may be considered defamatory to HHS and HHS programs should be reported to a supervisor as soon as possible. Employees are not advised to respond to these posts.

Violations of this policy may result in disciplinary action in accordance with MLBO Personnel Policies and Procedures.

Internal and/or External References	
Compliance - Posting Date	12/9/2019 (HHS)
Replaces – Policy Number	
Next Review - Due Date	