



CURVE LAKE FIRST NATION

SOCIAL MEDIA POLICY

POLICY 01.021

Policies and Procedures

Policy Framework for the use of social media.

*Approved by Council on November 16
2020*

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INTRODUCTION

Application:

This policy applies to all employees, elected officials and committee members.

Exclusions:

There are no exclusions to this policy.

Responsibilities:

Council is responsible to ensure that Policy is in place to ensure transparent and effective governance.

Administration is responsible to ensure that the Policies and Procedures of the Curve Lake First Nation are followed and to identify areas of policy concern.

Human Resources is responsible to ensure employment practices and procedures conform to legislation and the approved Curve Lake First Nation Policies.

Employees are responsible to meet the requirements of this policy and their job description, and carry out the functions in a professional manner

Review:

This policy will be reviewed every three years and may be amended from time to time.

Dates:

It was implemented on November 2 2020

DEFINITIONS

IN THIS POLICY,

- a. **“Social Media”** means any form of electronic communication, such as websites for social networking and microblogging, through which users create online communities to share information, ideas, personal messages, and other content.

Chapter 1 – Rules and Regulations

SOCIAL MEDIA USES

1. The First Nation will use certain social media applications to:
 - (1) Maximize the sharing of information amongst the community and surrounding areas;
 - (2) Facilitate appropriate communications for effective community engagement;
 - (3) Facilitate appropriate communications, which allows for effective collaboration in the community;
 - (4) Improve community engagement through new technologies
 - (5) Reinforce the First Nations customer service efforts by increasing online opportunities for community inquiries, requests and feedback.
2. The First Nation reserves the right to:
 - (1) Remove any content from Curve Lake First Nation’s social media account without notice;
 - (2) Monitor information that is posted on any social media account by individuals, which include Chief and Council, staff, members and the general public;
 - (3) Terminate any individual’s use of Curve Lake First Nation social media at any time.

EMPLOYEES USE OF SOCIAL MEDIA

3. Everything posted on social media is recorded in one capacity or another. Privacy does not truly exist. Employees need to keep this in mind when they use social media, even in a personal capacity.
4. Employees shall ensure that their use of social media is consistent with:
 - (1) their employment obligations;
 - (2) the Human Resources Management Manual (HRMM);
 - (3) Harassment Free Workplace of the HRMM;
 - (4) the Ontario Human Rights Code; and
 - (5) the Canadian Human Rights Code.
5. Employees shall not use social media to:
 - (1) Engage in overt political activity regarding the First Nation;
 - (a) Reasonable political activity during an election is allowed.
 - (2) Criticize other employees, elected officials, or actions/decisions of the First Nation;
 - (3) Engage in discriminatory, harassing, abusive, offensive, or otherwise inappropriate behavior.
6. Employees shall not hold themselves out to be, or their opinions to be, representative of Curve Lake First Nation.
7. Employees shall not disclose any confidential information from the First Nation, members or staff.

DISCIPLINE FOR SOCIAL MEDIA USE

8. Any use of social media that violates employment obligations or this policy may result in discipline up to and including dismissal for just cause.

CHIEF & COUNCIL USE OF SOCIAL MEDIA

9. Social media provides Chief and Council with a valuable and convenient tool to communicate, inform and engage with members of Curve Lake about Council work and members' activities for the First Nation.
10. Social media improves engagement between members and the elected leadership.
11. While Chief and Council may use social media for political reasons that use must be consistent with the requirements of this policy.
 - (1) Where political opinions are expressed that are personal in nature, the individual shall make that clear;
12. As per the Policy and Guidelines for Chief and Council, the Chief is the official spokesperson of the Nation.
13. Chief and Council shall ensure that their use of social media is consistent with:
 - (1) Harassment Free Workplace of the HRMM;
 - (2) the Ontario Human Rights Code; and
 - (3) the Canadian Human Rights Code.
14. Chief and Council shall not use social media in a discriminatory, harassing, abusive, offensive, or otherwise inappropriate manner.
15. Chief and Council shall not use social media to disclose confidential information from the First Nation, members or staff.

CHIEF AND COUNCIL DISCIPLINE

16. Where the Chief or Councillor is believed to have violated this policy, the matter shall be tabled at the next public session of council.
17. At that meeting a discussion will be held to determine if a violation took place.
18. A violation shall be determined by a vote.
19. If a violation took place, the individual may be reprimanded as determined best by Chief and Council.

POLICY APPROVAL

This Policy was passed during a duly convened meeting of the Curve Lake First Nation Council held on November 16, 2020 and will be effective on January 4, 2021.



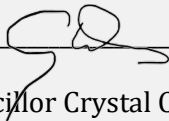
Chief Emily Whetung



Councillor Laurie Hockaday



Councillor Jeffrey Jacobs




Councillor Crystal Cummings



Councillor Sean Conway




Councillor Arnold Taylor



Councillor Deborah Jacobs



Councillor Saga Williams



Councillor Nodin Knott