Staff Social Media Use & Practice:

Follow Guidelines when Talking About Us Online
All of us are passionate about what we do and we encourage you to share our work with the world through social media, your webpage, etc. However, to avoid any problems or misunderstandings, follow these guidelines when you engage online as an employee. Overall, please remember that we are a nonpartisan newsroom and that you should maintain a social media presence with that in mind.

What You Should Do:
- Share exciting events, awards, and reporting from and about the organization
- Promote, share, retweet, etc. the postings of your teammates
- Share why you love working with us
- Disclose your affiliation with us. If you talk about work-related matters within your area of responsibility, disclose your affiliation. You can use a disclaimer such as, “The postings on this site are my own and do not necessarily represent the position, strategy, or opinions of [Organization Name].”

What You Should Not Do:
- Do not disclose:
  - Legal Information: Don’t share anything to do with a legal issue, legal case, or lawyers.
  - Confidential or Embargoed Information: Do not publish, post, or release information that is considered confidential, including financial information, embargoed information, or share details about our upcoming reporting to partners not directly involved in the publishing of that story.
  - Personal Information: Never share personal information about your teammates without their permission, nor that of recruiting applicants or partner organizations
- Do not post obscenities, slurs, or personal attacks that can damage your reputation, your fellow team members, partners, or the organization.
- If you are about to disclose something that makes you even the slightest bit uncomfortable, think twice. If you are still unsure and it is related to the organization, talk to your manager first.