



Policy Memorandum 2021-01

Social Media – Effective December 1, 2020

INTENDED AUDIENCE: AAWDC Board of Directors and staff
Anne Arundel County Local Workforce Development Board members

SUBJECT: Social Media – Content Guidelines

LAST REVIEWED/UPDATED: N/A

RESPONSIBLE OFFICE: Office of Communications & Outreach

POLICY CONTACT: Communications & Grant Development Manager

CANCELLATIONS

This policy supersedes and replaces any local conventions in effect by AAWDC initiatives or departments.

Approvals

President and CEO, AAWDC *Kirkland J. Murray*
[Kirkland J. Murray \(Dec 7, 2020 14:52 EST\)](#)

Introduction

Anne Arundel Workforce Development Corporation (AAWDC) maintains an official presence on five social media sites: Facebook, Twitter, LinkedIn, Instagram, and YouTube. These accounts are produced, maintained, and monitored by AAWDC's Office of Communications and Outreach.

AAWDC encourages interaction and communication about the content posted on its social media accounts. However, this does not imply that AAWDC agrees with or accepts the content, opinions, or views expressed within any public comment. The person who posts a comment is solely responsible for the content of the comment.

Policy Statement

AAWDC will not discriminate against views or opinions posted to our social media accounts. However, AAWDC reserves the right to remove or not approve any comment that the organization deems to be unacceptable. AAWDC shall be the sole arbiter of acceptability. Comments will not be edited or modified. Any comment deemed unacceptable will be deleted in its entirety. Some reasons a comment may be removed or not approved are listed below:

- Abusive, vulgar, obscene, racist, threatening, or harassing comments;
- Libel, slander, or personal attacks of any kind, including the use of offensive terms that target specific individuals or groups;
- Advertisements, promotions, or solicitations of a commercial product or service;
- Malicious or harmful software;
- Copyrighted materials in violation of state or federal law; or
- Comments that suggest or encourage illegal, dangerous, or destructive activity.

This list is not exhaustive or inclusive.

Personal Information

Do not include personal details, including social security number, or any other information you do not want available to the general public. If you choose to post personal information, you do so at your own risk. We reserve the right to remove any comments that contain personally identifiable information.

AAWDC is not liable for any loss or damage resulting from any comments posted on its social media pages. Social media pages may not be used to submit a claim, demand, complaint, or any other form of legal and/or administrative notice or process.

If you have specific questions regarding an AAWDC initiative that involves details you do not wish to share publicly, contact the initiative directly.

Social Media Policy

Final Audit Report

2020-12-07

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