

## Social Networking Guidelines for Employees

MoDOT supports open dialogue and the exchange of ideas. The following are some guidelines for employees to keep in mind when using social media for MoDOT-related issues, and also some basic recommendations for general social networking involvement. Guidelines may change as new technologies evolve and new social networking tools become available.

Participation with blogs and social networks should be used in a way that represents MoDOT values and tangible results. If you participate in social media please be mindful of the following guidelines:

1. Know and follow MoDOT Policies.
2. Make sure your online activities do not interfere with your job or commitments to customers.
3. Identify yourself when you're discussing MoDOT or MoDOT-related matters.
4. MoDOT employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Be mindful that what you publish is permanent, so consider your content carefully.
5. Respect your audience. MoDOT values diversity and other opinions. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in MoDOT's workplace.
6. Show proper consideration for others' privacy.
7. Be professional and courteous.
8. Try to make sure your comments add value to the online conversation, providing worthwhile information and perspective.
9. Do not comment on information that is confidential or proprietary, such as a personnel or financial issue.
10. It may not be necessary to respond to every comment. Avoid unnecessary or unproductive arguments.
11. Remember that employees represent MoDOT. Be mindful about bringing undue criticism on the department.

## **Missouri Department of Transportation Post A Comment –MoDOT Blog Use Policy**

This blog provides an opportunity for sharing and discussing information about MoDOT programs and activities. The comments and opinions expressed by users of this blog are theirs alone and do not reflect the opinions of MoDOT or its employees. All public comments are reviewed before posting. They are screened in accordance with the MoDOT blog use policy.

Comments will not be edited by MoDOT or its staff. Only comments that comply with this MoDOT blog use policy will be approved for posting. The use of vulgar, offensive, threatening or harassing language is prohibited.

Blog public comments should be limited to comments related to the posted topic. The blog is not the proper place to express opinions or beliefs not directly related to that topic.

The blog is not open to comments promoting or opposing any person campaigning for election to a political office or promoting or opposing any ballot proposition. The blog is not open to the promotion or advertisement of a business or commercial transaction.

Communications made through the blog's e-mail and messaging system will in no way constitute a legal or official notice or comment to MoDOT or any official or employee of MoDOT for any purpose. For example, a post or comment that asks that MoDOT provide public records will not be considered a public records request until being sent through the proper channels. Likewise, a post or comment related to a proposed agency rule will not be considered by the agency.

Comments specific to a MoDOT project or program should be submitted directly to that project or program at [www.modot.org](http://www.modot.org).

This blog use policy is subject to amendment or modification at any time to ensure its continued use is consistent with its intended purpose as a limited forum.

Questions or concerns regarding the MoDOT blog should be directed to the MoDOT Community Relations division or MoDOT Blog Question.