Social Media:

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of Tulsa Transit as well as personal use of social media when referencing Tulsa Transit.

- Employees need to know and adhere to the Tulsa Transit’s Code of Conduct, Employee Handbook, and other company policies when using social media in reference to Tulsa Transit.
- Employees should be aware of the effect their actions may have on their images, as well as Tulsa Transit’s image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that Tulsa Transit may observe content and information made available by employees through social media. Employees should use their best judgment in posting material. Avoid posting material that is inappropriate or harmful to Tulsa Transit, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or non-public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Tulsa Transit spokespersons.
- Employees should get appropriate permission before referring or posting images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party’s copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn’t interfere with employees’ responsibilities at Tulsa Transit.
- Subject to applicable law, after-hours online activity that violates Tulsa Transit’s Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.

If you see any social media behavior or content that is inappropriate or not in keeping with these guidelines, please report it to management.