**Olympic National Park Personal Social Media Code of Conduct**

Personal use of social media is guided by NPS Policy Memorandum 11-02, Section E (dated December 15, 2011). In accordance with this policy, employees, volunteers, and contractors will abide the following principles for personal use of social media:

1. Do not discuss in a publicly accessible forum any NPS-related information that is not public information. The discussion of sensitive, proprietary, or classified information is strictly prohibited. This rule applies even in circumstances where password or other privacy controls are implemented. Failure to comply may result in fines or disciplinary action.
2. Be aware of your association with the NPS when participating in online social networks. If you identify yourself as an NPS employee or have a public facing position for which your NPS association is known to the general public, ensure that your profile and related content is consistent with how you wish to present yourself as an NPS professional, appropriate to the public trust associated with your position, and consistent with existing standards such as the Standards of Ethical Conduct for Employees of the Executive Branch. Remember, there should be no expectation of privacy when using social media; what is posted can go far beyond your circle of friends.
3. When in doubt, stop. Do not post until you are certain that your post will be considered protected speech that does not violate DOI and Executive Branch conduct guidelines and laws such as the Hatch Act. Also, consider adding a disclaimer to your social networking profile, personal blog, or other online presences that clearly states that the opinions or views expressed are yours alone.
4. If you are unsure about a post relating to the NPS, Discuss your proposed post with your supervisor and ask for guidance.

Additional Stipulations:

Photographs of sensitive topics (e.g., animals, wild fires, law enforcement incidents, search and rescue operations) taken on or off duty by an employee, volunteer, or contractor shall not be posted to personal social media without approval of the Superintendent, Public Information Officer, or a designee.

Photographs taken on duty are the property of the NPS and are subject to agency ethics and information regulations. Photographs, operational information, and individual affiliations with the park may not be used for personal gain or to promote businesses or brand names. Staff must avoid any appearance of impropriety associated with endorsements stemming from service with the NPS.

Staff involved with Resource Management operations, including external partners, shall abide by the Code of Scientific and Scholarly Conduct and DM 305 Scientific Integrity Procedures Handbook.

All Resource Management and Law Enforcement activities are considered “sensitive” and will not be discussed on personal social media. This includes animal locations.

**By signing this document, I agree to adhere to the terms and conditions stated above.**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Park Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_