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## Policy:

DEPARTMENT and its workforce members will maintain effective electronic communications that are consistent with the DEPARTMENT beliefs and workforce standards. The guidelines contained within this policy apply whether or not you are using DEPARTMENT tools to IM, text or email, or whether you are using the Internet as part of your job or for personal social networking that involves DEPARTMENT references.

This policy is based on DEPARTMENT's "3 Rs of Electronic Engagement":

- Be clear about whom you are **Representing**.
- Take Responsibility for ensuring that any references to DEPARTMENT are factually correct and do not breach confidentiality requirements.
- Show Respect for the individuals and communities with whom/which you interact.