

**FAMILY CROWN SERVICES OPERATIONAL MANUAL**

USE OF SOCIAL MEDIA	New	Office of the Attorney General / Family Crown Services	Policy 13
Policy Title	New or Amended	Division / Branch / Section	Policy #

SLT		June 1, 2022	June 1, 2025
Approved by	This policy was approved on:	This version takes effect on:	This policy will be reviewed by:

**USE OF SOCIAL MEDIA**

**1. Introduction**

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It is important that Family Crown Counsel be aware of the expectations of acceptable use of electronic networks, devices, tools and services. This is particularly pertinent given that the networks, devices and social media platforms used for professional purposes are sometimes the same as those used for personal activities, thus potentially blurring the boundaries between the professional and personal use by employees.

**2. Statement of the policy**

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Family Crown Counsel should use electronic networks, devices and social media platforms in an ethical, acceptable and professional way. While electronic networks, devices and social media platforms can enhance communication and collaboration, it is important to use sound judgement when e-mailing, posting or sharing. Please refer to Policy 12 – Conduct of Family Crown Counsel

In addition, Family Crown Counsel shall adhere to the Government of New Brunswick’s *Policy on Internet access, use and posting*, AD-7108;

Family Crown Counsel shall not post or share on social media any of the following things:

- (a) information or opinion about files or cases involving the Office of the Attorney General;
- (b) information or opinion about individuals involved with clients;
- (c) information or opinion about colleagues;
- (d) information or opinion about the Office of the Attorney General;
- (e) information or opinion which would bring Family Crown Services into disrepute;
- (f) inappropriate or unethical content (sexual, racist, sexist, etc.); and
- (g) issues or concerns that may arise in the workplace.

If there are issues or concerns that arise, Family Crown Counsel shall bring same to the attention of the Assistant Deputy Attorney General of Family Crown Services.

### **3. Consequences**

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Unacceptable use of electronic networks, devices and social media platforms can lead to consequences. The Assistant Deputy Attorney General shall address each situation and impose any measure determined appropriate in accordance with the discipline provisions of any existing collective agreements.

### **4. Related documents**

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Government of New Brunswick's *Policy on Internet access, use and posting*, AD-7108  
Policy 12 – Conduct of Family Crown Counsel