

**EAST HOPEWELL TOWNSHIP,  
YORK COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 11-2026**

**A RESOLUTION BY EAST HOPEWELL TOWNSHIP,  
YORK COUNTY, PENNSYLVANIA  
ADOPTING THE EAST HOPEWELL TOWNSHIP SOCIAL  
MEDIA POLICY**

**WHEREAS**, the Board of Supervisors recognizes the importance of establishing clear and consistent standards governing the use of social media by township employees; and

**WHEREAS**, the Board finds it necessary to adopt a formal policy outlining expectations for professional conduct, confidentiality, legal compliance, and appropriate use of social media platforms by employees of East Hopewell Township; and

**WHEREAS**, the attached Social Media Policy sets forth these standards, including provisions stating that “Employees are required to exhibit professionalism and respect when engaging in social media activity...” and that “Employees shall not disclose any confidential or proprietary information pertaining to township operations, personnel, or residents.”; and

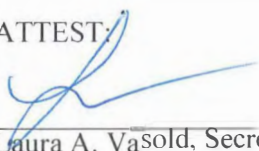
**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of East Hopewell Township hereby adopts the East Hopewell Township Social Media Policy, attached hereto as Exhibit A, effective immediately.

**BE IT FURTHER RESOLVED**, that all township employees shall comply with the policy’s requirements regarding professional conduct, confidentiality, legal compliance, use of township name and logo, and appropriate use of social media during and outside of work hours.

**BE IT FURTHER RESOLVED**, that this Resolution and the attached policy shall be recorded in the meeting minutes of the Board of Supervisors and made available to all township employees.

**ENACTED AND ADOPTED** this 1st day of April 2026, effective immediately.

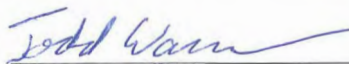
ATTEST:



\_\_\_\_\_

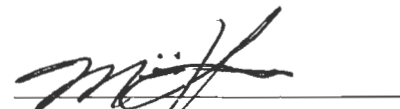
Laura A. Vasold, Secretary

EAST HOPEWELL TOWNSHIP  
BOARD OF SUPERVISORS



\_\_\_\_\_

Todd Warner, Chairman



\_\_\_\_\_

Mike Kosmicki, Supervisor



Dean Miller, Supervisor

Certified to be a true and correct copy of the Resolution duly adopted by the Board of Supervisors of East Hopewell Township, York County, Pennsylvania, on the 1st day of April 2026.



Laura A. Vasold, Secretary  
East Hopewell Township

# EXHIBIT A

# East Hopewell Township Social Media Policy

## Formal Guidelines for Authorized Business and Limited Personal Use

(As adopted by Resolution No. 11-2026)

### Purpose

This Social Media Policy is hereby established to delineate standards and expectations governing the use of social media by employees of East Hopewell Township, Pennsylvania. The intent of this policy is to safeguard the Township's reputation, ensure adherence to applicable legal requirements, and uphold a respectful and professional environment across all online and offline interactions.

### Scope

This policy applies to all employees of East Hopewell Township, including those serving in full-time, part-time, temporary, appointed, elected, or volunteer capacities, who use social media platforms for sanctioned township purposes or personal use in circumstances that may affect the Township.

### Definitions

- **Social Media:** Electronic platforms and tools, including but not limited to Facebook, Twitter (X), Instagram, LinkedIn, YouTube, blogs, and other media facilitating the creation and sharing of content or engagement in social networking.
- **Official Use:** Any online activity executed in the representation of East Hopewell Township or utilizing resources provided by the Township.
- **Personal Use:** Online activity conducted during personal time, employing personal accounts, without acting as an official representative of the Township.

### General Guidelines

1. **Professional Conduct:** Employees are required to exhibit professionalism and respect when engaging in social media activity, whether for official or personal use, where such activity may reflect upon the Township.
2. **Confidentiality:** Employees shall not disclose any confidential or proprietary information pertaining to township operations, personnel, or residents.
3. **Legal Compliance:** Employees must comply with all relevant federal, state, and local statutes, including the Pennsylvania Right-to-Know Law and privacy regulations.
4. **Non-Discrimination:** Content that is discriminatory, harassing, or offensive on the basis of race, color, religious creed, ancestry, age, sex, national origin, disability, or any other protected classification is strictly prohibited.

5. Personal Opinions: When expressing personal opinions, employees must ensure it is clear they are speaking solely on their own behalf and not as representatives of East Hopewell Township.
6. Use of Township Name and Logo: Employees are prohibited from utilizing the township's name, logo, or official imagery on personal social media accounts absent prior written authorization by the Township Supervisors.
7. Use During Work Hours: Personal social media use is to be confined to designated break and lunch periods. Official use of social media requires prior approval and must be directly related to township business.

## Official Township Accounts

1. Only employees duly authorized by the Township may establish, administer, or post content on official township social media accounts.
2. All material disseminated via official township channels must comply with established township policies and communications guidelines.
3. Official posts must be accurate, relevant, and timely with respect to township operations and interests.
4. The Township reserves the right to remove improper or unauthorized posts. Such infractions may result in disciplinary proceedings as deemed appropriate.

## Monitoring and Enforcement

1. The Township expressly reserves the authority to monitor all official social media activities and to address any violations of this policy.
2. Policy violations may be subject to disciplinary action, including up to termination of employment, in accordance with township rules and procedures.

## Questions and Reporting

Employees with inquiries regarding this policy or who wish to report suspected violations should contact a Township Supervisor or the Township Secretary for guidance and resolution.

## Policy Review

This policy should be reviewed periodically and amended as required to reflect advancements in technology, legislative changes, or evolving priorities of East Hopewell Township.

---

Employee Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Supervisor initials \_\_\_\_\_