
Policy Topic: **DOLi Rules of Engagement and Standards of Acceptable Use**

Brief Description:	This policy defines the purpose of the new intranet solution, DOLi. It outlines the rules of engagement and defines the standards of acceptable use of this platform.
Effective Date:	January 13, 2023
Owner:	Director of Web and Intranet Communications
Office Owner:	Office of Communications and Office of Administrative Services
Next Review Date:	July 13, 2023
Original Publication Date:	January 13, 2023
Changes in this Revision:	New policy
Audience:	All staff

Reason for the Policy:	The new intranet solution, DOLi, allows for increased communication and content creation by Department staff. Staff must understand, agree to, and follow the rules of engagement and standards of acceptable use to ensure the continued usefulness and professional nature of the platform.
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I. Introduction

The Department of Labor intranet (“DOLi”) is an internal communication platform for New York State Department of Labor staff. The purpose of DOLi is to provide staff with easy access to the information and resources they need to perform their job duties efficiently and effectively. DOLi is intended to be the primary publishing platform for employee-specific news and should be a resource for peer-to-peer recognition and information sharing. DOLi will foster a community of collaboration, cooperation, and innovation among

employees.

DOLi has four key objectives:

1. Make employee-specific information easier to find.
2. Strengthen the sense of community across the Department.
3. Encourage a culture of recognition and appreciation.
4. Promote transparency through internal communication.

DOLi is a tool used for work. All Department staff have access to DOLi and must understand, agree to, and follow the Rules of Engagement and Standards of Acceptable Use, as outlined in this policy.

II. Definitions

Intranet- A private network that is used to securely share information and resources and increase communication among employees. The Department of Labor intranet is referred to as “DOLi”.

III. Policy Statement

DOLi is a shared workspace for Department employees. Users must adhere to all Department policies while using the intranet. Misuse of DOLi will be considered a violation of Department policies and may warrant disciplinary action.

Rules of Engagement

The DOLi Rules of Engagement are guidelines that direct how Department staff should interact with one another when using DOLi. Before using DOLi, all staff must understand, agree to, and thereafter follow the Rules of Engagement as listed below:

1. Any content posted on DOLi should be professional and aligned with the overall purpose of our employee intranet.
2. DOLi is intended for employee-specific information. If you have questions about whether your content is appropriate for DOLi, please reach out to the web team for guidance via email at intranet.DOL@labor.ny.gov.
3. Complete your employee profile and upload a headshot or another profile picture of you to help connect employee names and faces. The effectiveness of DOLi depends on the active participation of all staff, so completing your profile is strongly recommended.
4. Content should be professional and designed to add value to the intranet.

Any content or comments that are unprofessional/inappropriate and/or discourteous (i.e., rude, sarcastic, profane, or discourteous) will be removed.

5. Use good judgment.
6. Any content posted is subject to the Freedom of Information Law (“FOIL”) and could be released publicly pursuant to a FOIL request.
7. Set DOLi as your homepage and check for updated information and required reading at the start of the workday and regularly throughout the workday.

Standards of Acceptable Use

The Standards of Acceptable Use outline the practices and restrictions that employees must agree to before using DOLi. These standards are in place to promote productivity on the platform and to protect both users and the Department as a whole from cybersecurity threats and unlawful activity. The Standards of Acceptable Use include the following:

1. Do not share your password, allow another person to post from your account, or post from another employee’s account.
2. Do not provide DOLi access to non-employees. It is designed strictly for Department employees.
3. All content and comments posted to DOLi are subject to applicable state and federal laws and Department policies for employees.
4. Comply with copyright laws and never re-post something without permission and/or an appropriate acknowledgment to the owner of the content. When sharing content that belongs to someone else, include a link to the original source.

Tips for Getting Started

- Spelling, grammar, and accuracy are important. Take your time to make sure posts do not contain any errors.
- Utilize the default styles to keep the appearance aligned with the Department brand. Posts should be presentable, consistent, professional, and accessible. Avoid clip art and unnecessary clutter.
- Review the resources on the [DOLi Resources](#) page to learn more about navigating and using DOLi.
- Request training. The DOLi Team and EDGE staff are willing to provide guided tours of DOLi and other training opportunities. Requests for training can be sent via email to Intranet.DOL@labor.ny.gov.
- When in doubt, ask. DOLi is curated and moderated by Department Communications staff, with guidance from a Steering Committee and



intranet management team. Send the DOLi Team questions, ideas, suggestions, and constructive criticism via email to Intranet.DOL@labor.ny.gov.

IV. Related Protocols, Policies, Procedures, Guidance, Talking Points, Forms, Standard, and Other Resources

[GA Topic 1001- Computer Acceptable Use Procedure and Provisions](#)
[GA Topic 0221- Information Security Policy](#)

V. Who Can I Speak To?

Please direct any questions, comments, or concerns to:

Jill Aurora, Director of Web and Intranet Communications
Email: Jill.Aurora@labor.ny.gov
Phone: (518) 485-2343

Vicki Gray-Roddy, Associate Commissioner for Administrative Services
Email: Victoria.Gray@labor.ny.gov
Phone: (518) 402-4400

VI. History

Date	Notes
January 13, 2023	Created Policy document

VII. Approval Custody

Director of Web and Intranet Communications
Associate Commissioner for Strategic Communications
Associate Commissioner for Administrative Services
Deputy Commissioner for Administrative Services and Chief Financial Officer
Executive Deputy Commissioner

VIII. Key Words

Intranet, DOLi, rules of engagement, acceptable use.