

## **G. Social Media**

At ██████████ Foundation we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all people who work for the Foundation.

### **1. Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with the Foundation, as well as any other form of electronic communication.

The same principles and guidelines found in the Foundation's Policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of other employees or otherwise adversely affects constituents, grantees, suppliers, people who work on behalf of the Foundation or the Foundation's legitimate business interests may result in disciplinary action up to and including termination.

### **2. Know and follow the rules**

Carefully read these guidelines, the Foundation's Equal Employment Opportunity, Anti-Harassment, and Information Technology policies, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### 3. Be respectful

Always be fair and courteous to other employees, constituents, grantees, suppliers, or people who work on behalf of the Foundation. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or supervisor than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage other employees, constituents, grantees, suppliers, or people who work on behalf of the Foundation, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.

### 4. Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Foundation, fellow associates, members, customers, suppliers, or people working on behalf of the Foundation. Post only appropriate and respectful content. Maintain the confidentiality of Foundation private or confidential information. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.

Do not create a link from your blog, website, or other social networking site to a Foundation website without identifying yourself as a Foundation employee. Express only your personal opinions. Never represent yourself as a spokesperson for the Foundation. If the Foundation is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Foundation, fellow associates, members, customers, suppliers or people working on behalf of the Foundation. If you do publish a blog or post online related to the work you do or subjects associated with the Foundation, make it clear that you are not speaking on behalf of the Foundation. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Foundation."

### 5. Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Information Technology Policy. Do not use Foundation email addresses to register on social networks, blogs or other online tools utilized for personal use.

### 6. Retaliation is prohibited

The Foundation prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates

against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

#### 7. Media contacts

Foundation employees should not speak to the media on the Foundation's behalf without permission of the Director of Communications. All media inquiries should be directed to the Director of Communications. .

#### 8. For more information

If you have questions or need further guidance, please contact the VP of Operations.