

## Social Media Policy

**POLICY** This policy provides guidance for employee and member use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

**PROCEDURES** The following principles apply to professional use of social media on behalf of **Camelot Recreation Association** as well as personal use of social media when referencing **Camelot Recreation Association**.

Employees and members need to know and adhere to the **Camelot Recreation Association** Code of Conduct, Employee Handbook, and other company policies when using social media in reference to **Camelot Recreation Association**.

- Employees and members should be aware of the effect their actions may have on their images, as well as **Camelot Recreation Association's** image. The information that employees and members post or publish may be public information for a long time.
- Employees should be aware that **Camelot Recreation Association** may observe content and information made available by employees through social media. Employees and members should use their best judgment in posting material that is neither inappropriate nor harmful to **Camelot Recreation Association**, its employees, or members.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees and members are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees and members should check with the Board of Directors and/or supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees and members should refer these inquiries to authorized **Camelot Recreation Association President**.
- If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at **Camelot Recreation Association**. **Camelot Recreation Association** computer systems are to

be used for business purposes only. When using **Camelot Recreation Association** computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Camelot Recreation Association blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

- Subject to applicable law, after-hours online activity that violates **Camelot Recreation Association** Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with **Camelot Recreation Association**, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent **Camelot Recreation Association** positions, strategies or opinions." It is highly recommended that employees keep **Camelot Recreation Association** related social media accounts separate from personal accounts, if practical.

I \_\_\_\_\_ (name) have read and review Camelot Recreation Association's Social Media Policy, on \_\_\_\_\_ (date) and agree to adhere to such policy. I understand that failure to do so may result in disciplinary action, including but not limited to, termination.

Employee/Member Name

(PRINT): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness Name

(PRINT): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_