

Heaven-Sent Community Services and Veterans Assistance
Incorporated
Social Media Policy

Heaven-Sent Community Services and Veterans Assistance Incorporated (known below as Heaven-Sent) social media Policy Whether or not you as a Heaven-Sent leader choose to create or participate in a blog, wiki, online social network or any other form of online publishing or discussion is your own choice. In general, what you do on your own time is your business. However, activities involving Heaven-Sent business interests are covered by this policy and guideline. This applies whether you engage in these activities in or outside of work, and whether or not you identify yourself as with Heaven-Sent. If you choose to participate in these types of online activities, it is important that you understand what is recommended, expected and required, whether at work or on your own time. Accordingly, we have developed the following guidelines for you to follow when posting to a blog or some other form of social media like Facebook, My Space, Twitter or Linked In. Be thoughtful about how you present yourself in online social networks. The lines between public and private, and personal and professional are blurred in online social networks. If you identify yourself as a Heaven-Sent director or are known to be one, you are now connected to Heaven-Sent, donors and even Heaven-Sent volunteers. You should ensure that content associated with you is consistent with Heaven-Sent goals and objectives. Respect your audience remember that Heaven-Sent is a non-profit organization whose donors and volunteers reflect a diverse set of customs, values and points of view. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also topics that may be considered offensive or inflammatory. Use your best judgment, but if you need further guidance regarding what constitutes inappropriate communications please consult with Heaven-Sent Executive Directors. Respect the privacy of your fellow directors. Blogs, wikis, social networks and other tools should not be used for internal communications among directors. It is fine for Heaven-Sent directors to disagree, but please don't use your external blog or other online social media to air your differences. Do not discuss other directors or anyone associated with Heaven-Sent without their permission Use a disclaimer. When Heaven-Sent wishes to communicate publicly it has an established means to do so. Only those individuals officially designated by Heaven-Sent have the authority to speak on behalf of Heaven-

Sent. If you identify yourself as an Heaven-Sent director, however, people may confuse your opinions with those of the Heaven-Sent. In order to avoid this problem, you must make clear that you are writing for yourself and on your own behalf, and not for Heaven-Sent. At a minimum, we strongly recommend that you include a disclaimer similar to the following: “the postings on this site are my own and do not represent Heaven-Sent opinions or positions.” Protect Heaven-Sent confidential information. As a Heaven-Sent volunteer/staff you have an obligation to protect the confidential, and proprietary information of Heaven-Sent. In sum, use your best judgment. Remember there may be consequences to what you post or publish online including discipline if you engage in conduct that Heaven-Sent deems inappropriate or violates any Heaven-Sent policies. If you’re about to post something and you are concerned whether you are following these guidelines or any Heaven-Sent policy, please discuss it with Executive Board before posting.

_____ Printed Name

_____ Signature / Date