



Social Media Policy

All Volunteers and Members (“Users”) are advised that Hannah’s Foundation has implemented the following policy regarding the use of Social Media such as Facebook and Twitter. This policy takes effect from the 21st June 2012. Breaching the terms of this policy may result in your membership being cancelled by the Board of Directors under our Constitution guidelines or other action against the User at the complete discretion of the Board of Directors. This Policy has been put in place to protect the Foundation’s Integrity, Public image and its members.

OUR TERMS

1. Use common sense. Users should refrain from posting comments, images or otherwise (“posts”) on any social media outlet, that could reflect negatively on Hannah’s Foundation, or otherwise embarrass the organisation, including posts that include ethnic slurs, personal insults, obscenity, engage in any conduct that would not otherwise be acceptable in Hannah’s Foundation’s public image.
2. Show proper respect for people’s privacy and for topics that may be considered objectionable or inflammatory, like politics, religion and grief/trauma related posts.
3. Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.
4. Do not use in any way Hannah’s Foundation logo, unless specifically authorised to do so by the Foundation. **All persons approved to use the logo will be listed on our website under Social Media Policy and Approvals.** All Users **MUST apply** to use the logo in any way including its use in avatars and on person’s photograph’s promoting the foundation.
5. Do not disclose Hannah’s Foundation’s (or anyone else’s) confidential information or other proprietary information. Permission must be obtained to publish or report on meetings, conversations or otherwise which were internal to Hannah’s Foundation.
6. Don't reference Hannah’s Foundation’s staff, clients or customers without their direct written approval.
7. Should you publish content to any website outside of the Hannah’s Foundation where your role as volunteer or member is mentioned and subjects associated with Hannah’s Foundation, you must use a disclaimer as follows (or similar): **"The postings on this site are my own and don't necessarily represent the Hannah’s Foundation's positions, strategies, or opinions."** If what you are publishing is, in fact, Hannah’s Foundation official business, be sure that that you are authorised to make such statements on behalf of the organisation.

Website: www.hannahsfoundation.org.au **Email:** info@hannahsfoundation.org.au

Postal Address: P O Box 361 LAIDLEY QLD 4341

OFFICE: 07 5465 2000 **Family Support Line:** 1800HANNAH (426624)

8. Advise Hannah's Foundation as soon as practicable if you become aware of any posts that reflect negatively on the Foundation or posts that may cause the Hannah's Foundation reputation to be damaged.
9. A breach of the rules of engagement or unreasonable or inappropriate usage of Social Media will be taken seriously. Disciplinary action up to and including removal/suspension of your authorisation/membership may apply.
10. If a User is at any time uncertain or unsure of their obligations under this policy please address your concerns by contacting our office on (07) 54652000

I, _____ Volunteer/Member (please circle), agree to abide by these terms and conditions as stated.

Name of Volunteer/Member	
Signature	Date
Name of Board Member	
Signature	Date