

Job's Daughters International Grand Guardian Council of DelMar, Inc.

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DelMar Job's Daughters Electronic and Social Media Policy

Your Identity Online

- "You are personally liable for all communications and information you publish online. Job's Daughters of DelMar may be liable for online activity that uses Job's Daughters of DelMar assets, an email address or any email address that can be traced back to the DelMar Job's Daughters domain. **Using your name and a DelMar Job's Daughters e-mail address may imply that you are acting on the behalf of DelMar Job's Daughters.** Social media and networking activities are public, your *DELMAR Job's Daughters* email address and Company assets should be used only to perform job-related activities, which may include professional networking but do not include personal social networking.
- Outside the workplace, you have a right to participate in social media and networks using your personal email address. However, information and communications that you publish on personal online sites should never be attributed to *DELMAR Job's Daughters* or appear to be endorsed by, or to have originated from, *DelMar Job's Daughters*.
- If you choose to disclose your affiliation with *DelMar Job's Daughters* in an online communication, then you must treat all communications associated with the disclosure as professional communications governed by this and other *DelMar Job's Daughters* policies.

Limitations on Online Publications

- "Never identify any Daughters or Adults in an online posting without his or her prior written permission.
- Obey the law and ethics rules. Do not post any information or engage in any online activity that violates applicable local, state or federal laws, or professional rules of conduct.
- Identify all copyrighted or borrowed material with citations and links. When publishing direct or paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.

Creating and Managing Content

- "The Grand Guardian Council must approve any website, blog, chat room, video-sharing site, bulletin board or other social media that promotes *DelMar Job's Daughters*. No member may incorporate the *DelMar Job's Daughters* logo or other intellectual property in a website, blog, chat room, video-sharing site, bulletin board or other social media without *DelMar Job's Daughters* written permission.
- If you maintain a website, blog, chat room, video-sharing site, bulletin board or other social media that promotes *DelMar Job's Daughters*, you are responsible for reviewing responses to online posts and resolving any concerns about the propriety of the responses before they are posted.
- If a blogger or any other online participant posts an inaccurate, accusatory or negative comment about *DelMar Job's Daughters* or any of its members, do not respond to the post without the approval of the Grand Guardian Council.
- Refrain from publishing comments about controversial or potentially inflammatory subjects, including politics, sex, religion or any other non-business-related subjects in any posts or other online communications involving *DelMar Job's Daughters*.
- Avoid hostile or harassing communications in any posts or other online communications involving *DelMar Job's Daughters*. Harassment is any offensive conduct based on a person's race, sex, gender, gender identity, national origin, color, disability, age, sexual orientation, veteran status, marital status, religion or any other status protected by law. **All communications between a Daughter and adult will include another adult (i.e., 2 adults (parent or another Bethel Council member) will be on any communication with the Daughter).**