

JOHNSON COUNTY COMMUNITY FOUNDATION

Social Media Policy

This Social Media Policy was approved by the Johnson County Community Foundation's Board of Directors on November 16, 2016.

This policy applies to Johnson County Community Foundation's (JCCF) personnel, members of its board of directors, and to any other persons, such as committee members, who may possess confidential or proprietary information about JCCF. This policy refers to such persons as "Foundation personnel."

In order to communicate freely and openly with donors, grantees, and members of the public, JCCF itself maintains a social media presence, including through its web site, Facebook, Twitter, LinkedIn and blog. JCCF continually seeks out new and improved methods of communication and will add different forms of social media as it deems appropriate. Accordingly, the JCCF has given authority to certain JCCF personnel to maintain its social media presence and may invite others to submit postings. This policy does not cover these activities.

JCCF takes no position on your decision to start or maintain a blog or participate in other social media or social networking (collectively referred to as "Social Media") activities. However, it is the right and duty of JCCF to protect itself from unauthorized disclosure of confidential and/or proprietary information and from having JCCF personnel indicate that they are speaking on behalf of JCCF when they are not authorized to do so.

Social Media includes, but is not limited to, personal blogs; sites such as Facebook, LinkedIn, Instagram, and Twitter; video or wiki postings; chat rooms; personal websites; or other similar forms of online journals, diaries, or personal newsletters not affiliated with JCCF.

Personal Use of Social Media – What is Prohibited?

JCCF respects the right of its personnel to write blogs and use social media and social networking sites. JCCF does not want to discourage its personnel from self-publishing and self-expression, and JCCF takes a neutral position toward personnel who use Social Media in connection with personal interests and affiliations, or for other lawful purposes. However, JCCF personnel are expected to follow the guidelines and policies set forth to make clear that your comments and posts are made by you as an individual, not by you as an employee, agent, or representative of JCCF.

Unless specifically authorized in writing by JCCF personnel are not authorized to, and therefore are restricted from, speaking on behalf of the Foundation through Social Media.

JCCF personnel must adhere to JCCF's Confidentiality Policy in their use of Social Media. This means they may not discuss any confidential and/or proprietary work-related matters or

information through Social Media. Likewise, personnel may not post through Social Media confidential and/or proprietary donor, grantee or JCCF-related documents, or post any information that would violate the JCCF's Confidentiality Policy.

You are personally responsible for your commentary and posts through Social Media. You can be held personally liable for commentary that is considered defamatory, threatening, intimidating, harassing, obscene, proprietary or libelous.

As with all personal use of JCCF's information technology resources, use of JCCF's IT resources to conduct personal Social Media activities should be kept to a minimum and not disrupt work activities. Excessive or inappropriate personal use of JCCF's IT resources for Social Media purposes will be subject to disciplinary action, up to and including termination.

When using Social Media, you must use your personal e-mail address and may not use your JCCF e-mail address as your means of identification and communication.

If you choose to identify yourself as a JCCF employee, board member, or volunteer through Social Media, please understand that some readers may view you as a spokesperson for the Foundation. Because of this possibility, we ask that when using Social Media, you state clearly that you are speaking on behalf of yourself, that your comments, posts, and views are your own, and that you are not authorized to speak on behalf of JCCF.

Monitoring

Personnel are cautioned that you should have no expectation of privacy while using Social Media. Your postings can be reviewed by anyone, including JCCF. JCCF will monitor comments, posts, blogs, forums, and discussions about JCCF, its personnel, its donors, its grantees and community foundations generally that are posted on the Internet or otherwise publicly available.

Reporting Violations

JCCF requests and strongly urges employees to report any violations, or possible or perceived violations, of this policy to supervisors or the CEO. Board members and volunteers are encouraged to report violations to the Board Chair or the CEO. In particular, JCCF would request that you provide a snapshot and/or printout of the page(s) that you believe contains the violation so that JCCF may examine the entire context of the alleged violation.

Discipline for Violations

In the case of JCCF employees, violation of the JCCF's Social Media policy will result in disciplinary action, up to and including termination, depending on the nature and severity of the violation. JCCF reserves the right to take legal action against personnel who engage in prohibited or unlawful conduct. Violations by members of the board and other volunteers may lead to dismissal from the board or committee on which the volunteer serves.

This policy does not, in any manner, prohibit employees from discussing wages, benefits, and other terms and conditions of employment or workplace matters of mutual concern that are protected by the National Labor Relations Act nor does it prohibit employees from reporting non-compliance concerns with governmental agencies or otherwise participating in such governmental investigations or inquiries.

Approved by the JCCF Board of Directors, November 16, 2016.



Board Chair

This document supersedes all prior documents related to such policies and procedures.