

Save-A-Pet Social Media Policy for Volunteers

Save-A-Pet recognizes that many of its volunteers use social media such as Facebook, Twitter, LinkedIn, YouTube, MySpace, to name a few. However, volunteers' use of social media could become a problem if it:

- Is used to harass or discriminate against employees, volunteers, or our clients
- Divulges confidential information about Save-A-Pet, Save-A-Pet's residents, or our clients; or
- Harms the goodwill or reputation of Save-A-Pet

As a result we encourage volunteers to use social media within the following guidelines. If you are uncertain about the appropriateness of a social media posting, volunteers should check with the Office and Operations Administrator.

Social Media Guidelines:

- Do not post any comment or picture involving an employee, volunteer or client of Save-A-Pet without their express consent.
- Do not post any negative comments or pictures involving any Save-A-Pet resident, former or current, including any confidential/privileged information pertaining to a resident's care and/or medical condition.
- If you post any comment about Save-A-Pet, you must clearly and conspicuously state that you are posting in your individual capacity and that the views posted are yours alone and do not represent the views of Save-A-Pet.
- Do not post any comment which can be construed as harassment of the public, volunteers or staff.
- Do not post any falsification or misrepresentation of Save-A-Pet's policies and procedures or by-laws.
- Unless given written consent, you may not use Save-A-Pet's logo or any organizational material in your posts other than for approved Save-A-Pet event flyers.
- All postings on social media must comply with Save-A-Pet's policies on confidentiality and disclosure of proprietary information. If you are unsure about the confidential nature of information you are considering posting, consult the Office and Operations Administrator.
- Don't forget that you are responsible for what you write or present on social media. You can be sued by employees, volunteers, or any individual that views your social media posts as defamatory, harassing, or libelous.
- All Save-A-Pet policies that regulate conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, nondiscrimination, and protecting confidential and/or proprietary information about employees, volunteers, or any Save-A-Pet resident.
- Volunteers may not use Save-A-Pet's equipment for non-SAP-related activities without permission.
- For volunteers, violation of this policy may lead to revocation, suspension or termination of volunteer status.

I have read and understand the guidelines outlined in Save-A-Pet's Social Media Policy.

Signature

Please Print Name

Date