

OPERATIONAL POLICY/ PROCEDURE

Title: Social Media Policy	Number:
Cross Reference:	
Approved by: Dallas County ENA Chapter Board of Directors (BOD)	Origination Date: 1/25/2024
Revised by: Bylaws & Policies Committee	Approval Date: 1/30/2024
	Revision Date: N/A

I. **PURPOSE:**

The Dallas County ENA Chapter (DCENA) recognizes that the internet provides unique opportunities to participate in interactive discussions and share information using social media. However, use of social media by DCENA’s directors, officers, and employees (collectively, “DCENA representatives”) can pose risks to DCENA's confidential and proprietary information, reputation, and brands; can expose the organization to discrimination and harassment claims; and can jeopardize the organization’s compliance with business rules and laws, including ENA’s status as a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code.

To minimize these business and legal risks and to ensure respectful and productive dialogue, DCENA expects all Dallas County ENA Chapter representatives to adhere to the following guidelines regarding social media use. Dallas County ENA Chapter Board of Directors will have authority to interpret and enforce this policy, and any questions or concerns should be directed to that team in the first instance.

II. **BACKGROUND/DEFINITIONS:**

For purposes of this policy, “social media” includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else’s blog, journal or diary, personal website, or social networking or affinity website, web bulletin board or chat room, whether or not associated or affiliated with DCENA, such as Facebook, LinkedIn, Twitter, Instagram, Pinterest, Tumblr, YouTube, blogs, and wikis.

III. **PROTOCOL/PROCEDURE:**

Use of Social Media on Behalf of Dallas County ENA Chapter

Authorized Users. Only Dallas County ENA Chapter Board of Directors and representatives authorized by the Board of Directors are permitted to establish official Dallas County ENA Chapter (DCENA) social media accounts or to make official statements on behalf of Dallas County ENA Chapter on social media (referred to as “authorized Dallas County ENA Chapter social media users”). All authorized DCENA social media users must be familiar with this policy and receive training prior to using social media on behalf of Dallas County ENA Chapter. Unless specifically authorized to do so in advance, Dallas County ENA Chapter representatives may not provide official comments about DCENA in or on any social media (or other) outlet.

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Instead, any inquiry or request for comment should be directed to the Dallas County ENA Chapter Board of Directors.

Specific Guidelines. Dallas County ENA Chapter representatives must observe the following guidelines when making authorized use of social media on behalf of DCENA:

1. Be transparent. Disclose your relationship with Dallas County ENA Chapter and make clear that you are speaking on behalf of DCENA.
2. Use good judgment about what you post and remember that anything you say reflects on you and Dallas County ENA Chapter.
3. Always be professional and accurate in your communications about Dallas County ENA Chapter.
4. Never disclose or discuss Dallas County ENA Chapter confidential information on social media. Treat DCENA's trade secrets, intellectual property, and other confidential or proprietary information as confidential and do not do anything to jeopardize the confidentiality of such information.
5. Be familiar and comply with copyright and other intellectual property laws. For example, if you are looking for an image to use in connection with a Dallas County ENA Chapter marketing campaign, do not assume that you may freely use images found on the internet. You must obtain permission (in the form of a license) from the owner of the image to use it in an ad for ENA. Raise any questions regarding intellectual property matters with the Dallas County ENA Chapter Board of Directors.
6. Be familiar and comply with the terms of use of all sites you visit and platforms you are authorized to use on behalf of Dallas County ENA Chapter. Raise any questions regarding terms of use with the Dallas County ENA Chapter Board of Directors.
7. Do not post statements, comments or viewpoints that anyone would find offensive, including ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language, political comments or statements, obscenity, or anything that is maliciously false.
8. Do not knowingly or purposefully communicate with or target minors on social media. Do not knowingly initiate contact with, accept requests for social networking from, or otherwise interact on social media on behalf of Dallas County ENA Chapter with a minor (i.e., anyone under the age of 18). Any exceptions, including prior relationships, require advance written explanation and are subject to approval by the Communications Department.
9. Dallas County ENA Chapter has adopted procedures for sharing photos or videos of participants in DCENA programs on social media. Any questions on

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such usage, and in particular relating to using photos or videos of minors, should be directed to the Dallas County ENA Chapter Board of Directors.

Personal Use of Social Media

Dallas County ENA Chapter expects all DCENA representatives to adhere to the following guidelines in their personal use of social media.

1. Be transparent. Disclose your relationship with Dallas County ENA Chapter when discussing DCENA or Dallas County ENA Chapter -related matters. This does not need to be formal. It can be a simple statement or, in appropriate circumstances, a link to your social media account bio or blog author bio/affiliation.
 - a. If there is any doubt (because of the forum, the topic, or otherwise), make clear that you are speaking on your own behalf, and not on behalf of Dallas County ENA Chapter, and that the views expressed are yours alone and not those of DCENA.
 - b. Failure to make this clear could jeopardize ENA's tax-exempt status when making statements regarding political or legislative matters.
2. Never disclose or discuss Dallas County ENA Chapter confidential information on social media. Treat DCENA's trade secrets, intellectual property, and other proprietary information as confidential and do not do anything to jeopardize them.
3. Use good judgment about what you post. Always strive to be respectful and accurate in your communications. Consider how it reflects on you and Dallas County ENA Chapter before you post anything offensive, including ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language, or obscenity, or anything that is maliciously false

I hereby acknowledge receipt and review of Dallas County ENA Chapter's Social Media Policy.

Printed Name _____

Signature _____

Date _____