



Girls Friendly Society, USA, Social Networking Policy

The Girls' Friendly Society in the USA (GFS/USA) understands that some members participate in social networking sites (e.g. but not limited to, Facebook, MySpace, Twitter, YouTube, LinkedIn, Tumblr, YouTube) and chat rooms, and create and maintain personal websites, including blogs. GFS/USA respects members' online social networking and personal internet use. However, members' online presence can affect GFS/USA as your words, images, posts, and comments can reflect or be attributed to GFS/USA. As a member, you should be mindful to use electronic media, even on your own personal time, responsibly and respectfully to others. Since participants' online comments and postings can impact GFS/USA and/or the way participants/employees are spending their time, GFS/USA has adopted the following guidelines that participants must observe when participating in social networking sites and/or engaging in other forms of internet use on and off duty as representatives of GFS/USA. It shall be considered a breach of acceptable member conduct to post on any public or private website or other forum, including but not limited to discussion lists, newsgroups, listservs, blogs, information sharing sites, social media sites, social or business networking sites such as LinkedIn, Facebook, or MySpace, chat rooms, telephone based group communications such as Twitter, or any other electronic or print communication format, any of but not limited to the following:

- (1) Anything that may harm the goodwill or reputation of GFS/USA or any disparaging information about GFS/USA or affiliated branches, Sponsors, or GFS/PA Holiday House.
- (2) Any disparaging, discriminatory or harassing information concerning any individual, employee, vendor or other person associated with GFS/USA. GFS/USA's policies prohibiting harassment apply online as well as offline.
- (3) Any confidential information, trade secrets, or intellectual property of GFS/USA obtained during your employment or membership, including information relating to finances, research, development, marketing, customers, operational methods, plans and policies. Including communications that could be perceived as jeopardizing the non-profit status of the organization.
- (4) Any private information relating to a member, participant, customer, employee or vendor of GFS/USA.

In compliance with applicable regulations of the Federal Trade Commission, participants endorsing GFS/USA's products or services must disclose their relationship with GFS/USA and must ensure that endorsements do not contain representations that are deceptive or cannot be substantiated. *If you are speaking about job-related content or about GFS/USA, you must either clearly identify yourself as a GFS/USA member/employee, or speak in the first person and use a disclaimer to make it clear that the views expressed belong solely to yourself. In addition, the following statement must be used, "The opinions expressed on this site are my own and do not necessarily represent the views of GFS/USA."*

This Policy applies regardless of where or when members/employees post or communicate information online. It applies to posting and online activity at work, home or other location and

while on duty and off duty. GFS/USA reserves the right to monitor and access any information or data that is created or stored using GFS/USA's technology, equipment or electronic systems, including without limitation, e-mails, internet usage, hard drives and other stored, transmitted or received information. Members/Employees should have no expectation of privacy in any information or data (i) placed on any GFS/USA computer or computer-related system or (ii) viewed, created, sent, received or stored on any GFS/USA computer or computer-related system, including, without limitation, electronic communications or internet usage. Furthermore, it is strongly recommended that at least two members in good standing of the branch, diocese, or national board that is hosting a social media site are named as administrators so that there is a greater likelihood that site will be properly maintained and monitored.

Members who violate GFS/USA's Social Networking Policy will be subject to disciplinary action, up to and including refusal of participation. Officers/Leaders/Members may be subject to actions up to and including discharge from organizational responsibilities. Members who violate this policy may be warned based on the seriousness of the offense. Members who persist in violating this policy will be referred to the Executive Board of their Diocese for further action.