



## Arthritis Foundation Social Networking Policy

The Arthritis Foundation recognizes that social networking is part of today's society and is an important way for people to communicate. At the same time, we want to make sure that the use of social networking sites by the Arthritis Foundation (AF) participants and volunteers does not create any issues for the Arthritis Foundation or the participant/volunteer. As a result, we ask that our participants/volunteers exercise discretion, be mindful of their actions and be thoughtful and respectful of the anticipated audience of the content.

To help guide you in your use of social networking sites, we have created this Social Networking Policy. This Policy will help you engage in respectful, knowledgeable interactions with people on the Internet and also protect the privacy, confidentiality and interests of Arthritis Foundation, staff, partners, participants and volunteers.

We understand there is a difference between social networking activity where you are identified as a member of the Arthritis Foundation community and private conversations that are outside of the AF community. While this policy is directed at activity where you are identified as a member of the Arthritis Foundation community, you must also recognize that even private postings may become public, can reflect badly on the Arthritis Foundation, and may result in action by the Arthritis Foundation. Given the nature of AF business, you must be mindful of your responsibilities and the impact your words and actions have on the AF community.

1. **Defamatory Comments:** You may not post any comments that are considered defamatory. In other words, you may not post any false information that damages the reputation of another person, including claims that they committed a crime, have a disease, engaged in sexual activity, or otherwise causing injury to their reputation in the AF community.
2. **Inappropriate Material:** You may not post any photos or images, or use language, that is obscene, contains nudity or sexual images, or is violent or otherwise offensive in nature. When defining what is offensive, you should use the same guidelines you would in any other interaction or communication at the Arthritis Foundation or with your family.
3. **Harassment:** You may not post anything on a social networking site that is derogatory, offensive or threatening to another person. This includes anything that could be considered "bullying," in accordance with our No Harassment or Discrimination policy. The Volunteer Manager of the Arthritis Foundation program has sole decision-making authority about what is considered a derogatory social networking post.



4. **Proprietary Information:** You may not post any proprietary or otherwise confidential information about the Arthritis Foundation or any third party or post any content that contains copyrighted material or uses trademarks, without the express written permission of the copyright or trademark owner.
5. **Confidentiality:** You may not reveal personal information (including a person's diagnosis) about an individual or otherwise invade the privacy of another person. In particular, you should not disclose any personal information you have learned from your involvement with the Arthritis Foundation. Your postings online should not contain the full name, diagnosis, medications, home address or hometown of any person without his or her express permission, and your posting should not contain the full name, diagnosis, medications, home address or hometown of any MINOR even if permission is given. If a member of the Arthritis Foundation community contacts you and requests that you remove an image of that person that has been posted, you are obligated to remove the image immediately.
6. **Misrepresentation:** You may not discuss any public or AF-related issues in a way that creates impressions that you are representing the AF in this matter. Such postings could lead to legal action or hostile exchanges with the Arthritis Foundation. Additionally, participants may not impersonate others or create an account in order to mislead, confuse or deceive.
7. **Spamming and Technical Abuse:** When using social media websites, participants should not create multiple accounts in order to disrupt or abuse others' use of the site, create accounts to prevent others from using that account name or for the purpose of selling the account, sending mass invitations, duplicating or reselling a site's products or services, publishing malicious content or causing intentional damage to others' browsers or computers.
8. **Statements about the Arthritis Foundation:** When posting content, you may not make any disparaging statements about the Arthritis Foundation or statements that would otherwise reflect negatively on the Arthritis Foundation.

### **Acceptance of Social Networking Policy**

I understand this Social Networking Policy and understand that failure to comply with this provision may result in disciplinary action.

**I have read and agree to adhere to the Social Networking Policy**