

Hazelburn Co-operative Social Media Policy

Definitions

For the purposes of this policy, **social media** means any facility for online publication and commentary, including without limitation the members-only area of Hazelburn's website, as well as blogs, wikis, and social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube.

Purpose of the Policy

The purpose of this policy is to encourage appropriate use of social media. It governs the publication of and commentary on social media by members and staff of Hazelburn Co-Operative (Hazelburn), both use of authorized, official social media accounts or groups affiliated with Hazelburn Co-operative; and personal social media accounts or groups wherein members or staff identify themselves as members or staff of Hazelburn. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

Members-Only Area of Hazeburn.org

Hazelburn Coop's website is comprised of two area: a public-facing area and the private, members-only area that requires a login and password for access. While the public facing area is designed to provide general information about the coop to prospective members, the members-only area is designed to provide members with a safe place to access and share pertinent information about the coop and its activities, as well as interact with the office and each other about coop business.

1. All members of the coop in good standing are eligible to register for and participate in the members-only area of the website.
2. The members-only area is virtual manifestation of our community. Our conduct here should mirror our conduct in the physical world, where members interact with each other respectfully and do not divulge private or confidential information. (See **Best Practices for Social Media Use**)
3. The Board of Directors and each committee have dedicated spaces to conduct their business.
4. Committee members are free to post information pertinent to committee business.
5. Members' contributions to committee pages and other areas may be reviewed by a moderator prior to being publicly posted.
6. Structural changes to the members-only area of the website must be approved by the Board of Directors or their designates.
7. Once members leave the coop, they relinquish the right to access the members-only area.
8. No images, posts nor content from the closed Hazelburn members'-only area shall be shared outside the members'-only area.

Approved by Board of Directors September 16, 2015

Approved by Members October 21, 2015

