

United Way of Greater Fall River Internet and Social Media Policies

General Requirements

1. United Way of Greater Fall River's policy is that company owned computers and company provided access to e-mail and the Internet are to be used principally for business purposes.
2. Personal use of employees' own equipment and access secured on one's own are *covered* by this policy when used for business purposes. Employees are always subject to regulation whenever they are discussing their business, *even* when using personal e-mail, the Internet or social media.
3. Employees must take care to protect their donor's confidential information at all times.
4. Employees shall not make defamatory or derogatory remarks about others in their electronic communications. They will not engage in gossip, rumor- spreading, cyber-bullying or any similar behavior.
5. Employees may not use e-mail, the Internet or social media to transmit any defamatory, offensive, harassing, disruptive, or derogatory statements or images; or statements or images that offend on the basis of race, religion, ethnicity or national origin, sexual orientation, political beliefs or disabilities.

Use of the Internet, e-mail or social media while at the office of United Way or on United Way equipment.

1. Employees may use e-mail, the Internet and social media in connection with conducting their business on behalf of United Way.
2. Employees are required to print e-mails that deal with specifics of a transaction or authorization to perform a service or task and to place those printed copies in the appropriate transaction files.
3. Employees may not use e-mail, the Internet or social media for non-work -related private business.
4. Employees may not use e-mail, the internet or social media to participate in football, basketball or other sports pools or leagues, or to gamble.
5. Employees may not use e-mail, the Internet or social media to conduct political activities (unless expressly authorized to do so as part of the employee's duties to United Way).
6. Employees should not use e-mail, the Internet or social media to discuss the business policies or practices of the United Way with any person outside United Way without first clearing that with the Chief Professional Officer.
7. Employees may not use e-mail, the Internet or social media to distribute chain letters, search for alternative employment, transmit jokes, or participate in Internet discussion

groups (unless such discussion groups relate directly to employee's job).

8. Employees may not use e-mail, the Internet or social media in any manner that may impair the United Way's reputation or public standing, or that is prohibited by law or otherwise illegal.
9. Employees may not use e-mail, the Internet or social media to upload, download, or transmit, without the United Way of Greater Fall River's permission, copyrighted, trademarked, or patented materials, trade secrets or confidential, proprietary or private information or materials, except to the extent that they are used by an employee in connection with a transaction.
10. Employees may not use e-mail, the Internet or social media in any manner that would advocate that the United Way adopt or that would indicate that the United Way has a position or policy in place that is anti-competitive or which would otherwise violate state or federal antitrust laws.

United Way of Greater Fall River reserves the right to monitor, access, retrieve, read and (for legitimate business purposes) disclose all communication by or to employees with or without notice to employees. Accordingly, employees have no right to or expectation of privacy in the use of e-mail, the Internet or social media on equipment owned by United Way. United Way has no obligation to ensure against authorized access to your e-mail or Internet use.

Collection of Information

Employees may not collect consumer information through the use of e-mail, the Internet or social media unless the employee:

- Tells the consumer they are doing so;
- Tells the consumer what they will be doing with the information gathered; and
- Tells the consumer how they are protecting the information.

Policy Changes

The United Way of Greater Fall River reserves the right to modify, amend, or change this policy in any manner at any time.

Violations

1. Employees should contact the Chief Professional Officer to report suspected illegal unethical or inappropriate use of e-mail, the Internet or social media by other employees.
2. Violations of this policy may result in immediate termination.