

SAN TAN HEIGHTS HOMEOWNERS ASSOCIATION
Board of Directors, Committee Member, and Employee Social Media Policy
Adopted April 28, 2022

POLICY

This policy provides guidance for employees, committee members, and board members when using social media within and/or pertaining to the San Tan Heights Homeowner's Association (the "Association"), which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chatrooms, electronic newsletters, online forums, social networking sites, dating sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURES

The following procedures apply to the use of social media by Association employees, board members, and committee members:

- Employees, board members, and committee members must know and adhere to all Association policies when using social media in reference to the Association.
- Employees, board members, and committee members should be aware of the effect their actions may have on their images and on the Association's image. The information that employees, board members, and committee members post or publish on social media may become public information and may be inappropriately relied on by third parties. If an employee, board member, or committee member posts information on any social media platform, he or she must take all necessary and appropriate precautions to ensure that the posting is not represented as being on behalf of, by, or at the direction of the Association.
- Employees, board members, and committee members should be aware that the Association and its agents may observe content and information made available by employees, board members and/or committee members through social media. Employees, board members/ and committee members should use their best judgment to avoid posting material that is inappropriate or harmful to the Association and/or its employees, directors, officers, committee members, members, guests, and/or vendors.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are obscene, defamatory, pornographic, proprietary, harassing, libelous, that can create a hostile work environment, or that may disparage agents, directors, officers, members, guests, invitees, vendors, or co-workers within the Association.

- Employees, board members, and committee members are not to publish, post or release any information that is considered privileged, confidential or not for the general public. If there are questions about what is considered confidential, employees, board members and committee members must consult with the Community Manager.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees, board members, and committee members must refer these inquiries to the Community Manager.
- If an employee, board member, or committee member encounters a situation while using social media that threatens to become antagonistic, the employee, board member, or committee member must disengage from the dialogue and report the same to the Community Manager.
- Employees, board members, and committee members must obtain written permission from the Community Manager before referring to or posting images of or about the Association or its name, and/or pertaining to current or former employees, members, vendors or suppliers. Additionally, employees, board members, and committee members must obtain the appropriate written permission to use a third party's image, copyrights, copyrighted material, trademarks, service marks or other intellectual property prior to posting.
- It is highly recommended that employees, board members, and committee members keep any Association-related social media accounts separate from personal accounts.
- Employees, board members, and committee members must be aware that their social media activities and posts could result in liability to the Association. All employees, board members, and committee members therefore acknowledge and accept responsibility for liability resulting from their respective activities and posts.

A majority of the Board of Directors adopted the above resolution at a duly called meeting of the Board of Directors on this 28th day of April, 2022.

San Tan Heights Homeowners Association

By: _____

Its: Linda Lowry, President