



HAITIAN AMERICAN NURSES ASSOCIATION OF FLORIDA, INC.

Section:	Policy & Procedures: SOCIAL MEDIA		
	Issued: 03/2023	Revised:	Page 1 of 2

Purpose: This policy is to serve as general guidance for Elected Members, Board of Directors, and appointed leadership use of social media, which should be broadly understood to include blogs, wikis, message boards, social networking sites, chat rooms, electronic newsletters, online forums, and other sites and services that permit users to share information with others in a contemporaneous manner.

POLICY: Social media can be a fun and rewarding way to share your life and opinions with family and friend around the world; However, use of social media also presents certain risks and carries with it certain responsibilities. To assist elected members, Board of Directors, and appointed leadership in making responsible decisions about the use of social media, established guidelines for appropriate use of social media is set.

Procedures:

The principles and guidelines found in this Policy applies to elected members, Board of Directors, and appointed leadership activities in recording and uploading information on a social network or private communications online. Before uploading online content, elected members, Board of Directors, and appointed leadership should consider that there are many risks involved and they are solely responsible for what they record and post online, as their misconduct might adversely affect other members and the association at large. Elected members, Board of Directors, and appointed leadership must understand and follow the guidelines related to the use of social media.

General Guidelines

1. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence, lack of respect for others' privacy or similar inappropriate or unlawful conduct will not be tolerated.
2. Elected members, Board of Directors, and appointed leadership are expected to maintain the confidentiality of the association's confidential information and all health-related or private information about our members and volunteers.
3. Elected members, Board of Directors, and appointed leadership should express only personal opinions, and never represent themselves as the association spokesperson.
4. The President or designee of the association will serve as the spokesperson for the association in all participating events.
5. The President and/or the Board of Directors will assign elected members or appointed leadership who are allowed to manage the association's social media Platforms such as LinkedIn, Facebook, Twitter, Instagram, etc.
6. Although not an exclusive list, some specific examples of prohibited social media conduct include posting photographs, videos, audio, commentary, content, images, protected health information, or any other type of information prohibited by HIPAA rules, laws and regulations, images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile



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environment. If elected members and appointed leadership is unsure if the content is considered confidential for social media, he/she should direct inquiries to the Board of Directors for guidance.

7. Willful posting of members' protected information, images, commentary, or content or any other type of information prohibited by HIPAA rules, laws and regulations will be considered as mentally and / or emotionally abusive.

Approved by:	Board of Directors
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