



FREE STATE

ACADEMY OF SPORT

Social Media Policy

1. POLICY

This policy provides guidance to officials' use of social media and broadly understood for the purpose of this policy as blogs, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites and other sites and services that permits users to share information with others in a coexistent manner.

The policy apply to the professional use of social media on behalf of the FSAS as well as officials' personal use of social media when referencing to the FSAS.

2. GENERAL

Officials need to adhere to the FSAS's Code of Conduct and any other policies of the FSAS when using social media in reference to the FSAS.

Officials should be aware of the effect their actions may have on their images, as well as on the FSAS's image. Any information that officials post or publish may be public information for a long time.

Officials should be aware that the FSAS may observe content and information made available by employees through social media. Officials should use their best judgement in posting material that is neither inappropriate nor harmful to the FSAS, its employees and/or clients.

Officials should refrain from posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, or that can create a hostile environment.

Officials are not to publish, post or release any information that is considered confidential or not public. If there is uncertainty about what is considered confidential, officials should check with his/her immediate supervisor on-line content may generate press and media attention or legal questions and such enquiries should be deferred to the relevant authorised spokespersons.

If officials encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of the immediate supervisor.

Employees should acquire permission prior to posting of images or reference to current or former employees, members, clients, or suppliers. Officials must also request permission to use third party copyrights, copyrighted material, trademarks, or intellectual property.

Social media use should not interfere with official's tasks and responsibilities during work hours.

The FSAS's Wi-Fi and computer systems and servers are to be used for business purposes during normal office hours. After-hours online activity that violates the FSAS's Code of Conduct or any other policy may subject an official to disciplinary action.

THE FREE STATE ACADEMY OF SPORT RESERVES THE RIGHT TO AMEND, ADD OR ADAPT ANY PROVISION OF THIS POLICY. SUCH AMENDMENTS WILL BE COMMUNICATED TO ALL OFFICIALS.