



Kamp Kiwanis's Policy for Employees/Volunteers Regarding Internet Communication 2018

We know that the Internet, when used wisely, provides many safe ways to stay in touch and communicate with your friends from Kamp. We view Internet venues as your right to self-expression and generally regard them in a positive light. **Once you identify yourself as a Kamp employee/volunteer** in a social networking profile, website, group page or weblog, however; or use the Kamp name or logo, we require you, as a condition of employment/volunteer status at Kamp to observe the guidelines below. Even if you do not intend to, and even if you state otherwise, once you identify yourself an employee/volunteer of our Kamp or use our Kamp name or logo in any official Kamp photograph or text, everything and anything that you post or say on the site can then be a reflection of Kamp. These guidelines have been established to assure that all Kamp staff, employees, Kampers, volunteers and families enjoy an emotionally and physically safe environment.

- 1) As a Kamp employee/volunteer before I...
 - a. Use the Kamp name or official Kamp logo or Kamp photograph;
 - b. Add a link from your group page, profile or other site to the official Kamp website
 - c. Include text or photographs that are the property of Kamp
 - d. Include photographs of Kampers or other staff members
 - e. Or create a Kamp "group page" with the above items...
...I must request and receive *prior written approval* from the Kamp
- 2) As a Kamp employee I agree to be respectful of the Kamp, its programs, the Kampers and its employees in all communications in my profile, blog or other internet sites and communication. This includes the following:
 - a. I will not be in contact with any Kampers on any social networking sites, allow them to follow me on social media or email them;
 - b. I will make my profile(s)/photo albums private as I am now a representative of Kamp Kiwanis through my employment/volunteering as my social life should be private from the Kampers;
 - c. I will not use obscenities, profanity or vulgar language;
 - d. I will not engage in harassment or intimidation;
 - e. I will not post comments that are derogatory with regard to the individual person's race, gender, religion, sexual orientation or disability;
 - f. I will not engage in sexually explicit, suggestive, humiliating or demeaning comments.
 - g. I will aim to portray a public image that is in accordance with this company's wholesome and appropriate professional image

Once I identify myself as a staff member or Kamp volunteer at Kamp, which is to say as an employee/volunteer of the Kamp, the general public may see me as an ambassador or spokesperson of Kamp. I understand that is therefore a condition of employment / volunteer status that I agree to and adhere to the guidelines outlined above. I understand if any of the guidelines outlined in this measure are violated, it may result in disciplinary and/or legal action including possible termination of my employment or volunteer status.

Staff Name:

Date:

Staff Signature:

Date:
