



The Nayamba Trust Social Media & Communications Policy

Communications generally, including your own personal online presence, can affect The Nayamba Trust as your words, images, posts, and comments can reflect or be attributed to The Trust by association.

As a volunteer associated with The Nayamba Trust, you should be mindful to use all forms of communication (including electronic media), responsibly and respectfully. Because communications, online comments and postings made by volunteers can impact the Nayamba Trust, it has adopted the following guidelines that volunteers working with us must observe when communicating on behalf of the Nayamba Trust or participating in social networking sites and/or engaging in other forms of internet usage. It shall be considered a breach of acceptable conduct to communicate generally or post on any public or private website or other forum, including but not limited to discussion lists, newsgroups, listservs, blogs, information sharing sites, social media sites, social or business networking sites such as LinkedIn, Facebook, or MySpace, chat rooms, telephone based group communications such as Twitter, or any other electronic or print communication format, any of the following:

- (1) Anything that may harm the goodwill or reputation of The Nayamba Trust or any disparaging information about The Nayamba Trust.
- (2) Any disparaging, discriminatory or harassing information concerning any other person associated with The Nayamba Trust.
- (3) Any private or confidential information regarding the Nayamba Trust.

When referring to The Nayamba Trust it is deemed to include all aspects of the charity including the school itself and all staff and students who attend.

If you are speaking about Nayamba Trust related content or about The Nayamba Trust you must either clearly identify yourself as a Nayamba Trust volunteer, or speak in the first person and use a disclaimer to make it clear that the views expressed belong solely to you. In addition, the following statement must be used, *"The opinions expressed on this site are my own and do not necessarily represent the views of The Nayamba Trust."*

This Policy applies to all forms of communication regardless of where or when it occurs. It also applies to posting and online activity at work, home or other location.

Volunteers who violate this Social Networking Policy could be asked to terminate their relationship with The Nayamba Trust.