

Social Media Policy

Policy Number: 07-101

Effective Date: January 19, 2021



Policy: Our Daily Bread provides content on our website and social media channels to notify the community about topics of agency interest. While encouraging fans and followers to share thoughts and opinions on Our Daily Bread’s social media presence, we expect that this will be done in a respectful manner. Our Daily Bread has a right and duty to protect itself from unauthorized disclosure of confidential and/or proprietary information and from having Our Daily Bread personnel or volunteers indicate that they are speaking on behalf of the agency when they are not authorized to do so. Our Daily Bread does not agree with nor endorse every comment that individuals may post on our pages. Our goal is to share ideas and information with as many individuals as possible and our policy is to accept the majority of comments made on our channels.

Procedures:

1. Our Daily Bread maintains a website and participates on various social media platforms including, but not limited to, Facebook, Twitter, Instagram, and blog.
2. These platforms are primarily maintained by the Director of Communications and the Executive Director. The platforms are “closed” and do not allow for posting of original content by the general public, however, the public is encouraged to respond to and share content.
3. Any comment will be deleted if it contains any of the following:
 - a. Hate Speech
 - b. Profanity, obscenity, or vulgarity
 - c. Nudity
 - d. Defamation to a person or people
 - e. Confidential information
 - f. Name calling and/or personal attacks
 - g. Comments whose main purpose is to sell a product
 - h. Comments that infringe on copyrights
 - i. Spam comments
 - j. Any other comments that Our Daily Bread staff deems inappropriate
4. Any issue believed to fall under the excluded content list above should be brought to the attention of the Executive Director. Should issues require further deliberation, the Executive Director will present the issue to the Board of Directors for guidance .
5. Repeated violations of the agency’s social media posting guidelines may cause the author to be blocked from Our Daily Bread’s online presence. Repeat violations by Our Daily Bread personnel or volunteers may result in disciplinary action or dismissal from volunteer service.
6. Any opinions or statements by staff, volunteers or board outside of Our Daily Bread’s web presence are their own and do not necessarily represent the views of Our Daily Bread.
7. Our Daily Bread reserves the right to take any necessary disciplinary or other corrective action to address any circumstance with any employee, volunteer, or Board member who fails to comply with the terms of this policy.

Approval Date: 1/19/21