

# **PEHCHAAN EK SAFAR : Social Media Policy**

## **Objective of this policy:**

This policy guides the members on the proper use of sites related to PEHCHAAN EK SAFAR, including all the social networking sites, website and other services that permit users to share information with others in a contemporaneous manner.

The policy aims to aware the members for their say:

- Comply with relevant laws and protect members and coordinators.
- Help members and coordinators draw a line between their private lives and their organizational roles.
- Protect PEHCHAAN EK SAFAR against liability for the actions of members and coordinators.

## **Policy statement:**

1. Any social media platform can be used to conduct events, discussions, and share information related to our work, keeping in mind the organisation's reputation and confidentiality.
2. Social media of PEHCHAAN EK SAFAR complies with the legal obligations for fair usage of social media.
3. PEHCHAAN EK SAFAR reserves the right to anything posted on social media. The contents can in no way be copied/reposted without prior permission from the concerned authorities of PEHCHAAN EK SAFAR.
4. The members are expected to take responsibility for what they write and exercise good judgement and common sense.
5. Violation of this policy by any of the members may attract strict disciplinary actions that include but are not limited to the termination of the membership.

## **Guidelines on the responsible use of social media:**

1. The members are expected to protect the organization's reputation by not posting any disparaging or defamatory statement/content about the organization or its members.
2. Members handling Social media of PEHCHAAN EK SAFAR must adhere to professional standards and not follow/ like/ tweet/ share any content irrelevant to the organisation's working.

3. PEHCHAAN EK SAFAR reserves all the rights to use the photographs clicked during the events conducted by PEHCHAAN EK SAFAR. You are required to take permission from the concerned authorities before posting the content, and only after seeking consent, you are allowed to post images along with the credits in relevant contexts.
4. The photos and videos being posted must be watermarked with the PEHCHAAN EK SAFAR logo.
5. Confidentiality is required to be maintained. The confidential information includes but is not limited to unpublished details about the organization, details of current and future projects, financial information or any sensitive information.
6. The members handling the social media of PEHCHAAN EK SAFAR are solely responsible for the content they post on social media.
7. Members disclosing their affiliation with PEHCHAAN EK SAFAR must clarify that the statements they made are their personal views and not representative of PEHCHAAN EK SAFAR.
8. If any member comes across any content that disreputes the organization, they must report it to the governing body.
9. If any member has any doubt regarding the content to be shared, they must either discuss it with the concerned authorities or not post at all.
10. Spamming or posting promotional, personal, religious and political content irrelevant to PEHCHAAN EK SAFAR's work is strictly prohibited while using social media of PEHCHAAN EK SAFAR.

Name:

Date:

Signature: