

<b>Mission Hope Foundation</b>	<b>Policy Title:</b>	<b>General Board Authorized:</b>	YES
	Social Media, Blogging and Personal Website Policy	<b>ESERN:</b>	OP200-02

In general, Mission Hope Foundation views personal social media accounts, personal websites, and weblogs (blogs) positively, and it respects the right of employees to use them as a medium of self-expression. If you choose to identify yourself as a Mission Hope Foundation employee or to discuss matters related to our business on your website or blog, please bear in mind that, although we and you view your website or blog as a personal project and a medium of personal expression, some readers may view you as a de facto spokesperson for the organization. Considering this possibility, we ask that you observe the following guidelines:

Blogging is a form of public communication. Your public communication concerning Mission Hope Foundation must not violate any guidelines set forth in the employee policy manual whether or not you specifically mention your employee status.

**Disclaimer:** Please make it clear to your readers that the views you express are yours alone and do not necessarily reflect the views of Mission Hope Foundation. To help reduce the potential for confusion, put the following notice—or something similar—in a reasonably prominent place on your site (for example, at the bottom of your “About Me” page): The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer.

**Confidentiality:** Be careful to avoid disclosing any information that is confidential or proprietary to the organization or to any third party that has disclosed information to us. Consult the organization’s confidentiality policy for guidance about what constitutes confidential information.

Mission Hope Foundation prohibits blogging during work hours and intends this policy to address off-duty blogging.

**Organization’s logo:** The organization’s logo is the property of Mission Hope Foundation and may not be reproduced without the written consent of the organization. None of Mission Hope Foundation’s identifying marks may be included within the blog or website.

<b>Authorization Signature</b>		<b>Date:</b> 8/16/23
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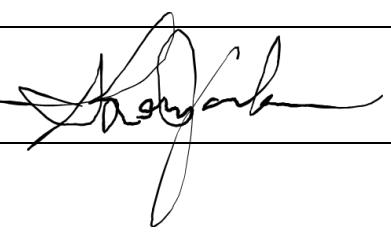
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Be respectful: Your site or blog is a public space. The blog should not become a vehicle for personal attacks on the organization, its services, its executives, supervisors, co-workers or customers, or others.

You may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity connected to Mission Hope Foundation, its employees, owners, management, or affiliates.

Harassment and discrimination: The organization expects employees to follow the policies prohibiting discrimination and harassment.

If you have any questions about these guidelines or any matter related to your website that these guidelines do not address, please direct them to organization's President.

Authorization Signature		Date: 8/16/23
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