

E-Mail, Internet and Social Media

Updated March 2023

These guidelines apply to all ISA+21 members for using ISA+21 internet resources; For participating in ISA+21 social media communities such as WhatsApp, blogs, Facebook, Twitter, e-mail, uploading and downloading content.

1. Email

To better assist you with our Director work, ISA+21 provides DIRECTOR MEMBERS with an email address

Appropriate use:

- When using the ISA+21 electronic mail systems, members are to use the systems primarily for the Society's related communications and file-transfers.
- Respecting the copyrights, software licensing rules, property rights, and privacy of others when transmitting e-mails.

Inappropriate use:

- Sending chain mail, unauthorized political lobbying/campaigning mail, unsanctioned or otherwise non-work related mass mailings.
- Impersonating another user.
- Sending harassing, threatening, pornographic, or otherwise offensive communications, including but not limited to offensive comments regarding race, gender, disabilities, age, sexual orientation, religious beliefs, political beliefs, or national origin.
- Using e-mail to violate any law or ISA+21 guidelines.
- Using anonymous "re-mailers" or other methodologies to conceal one's own identity when sending e-mails.
- Disseminating confidential and/or proprietary information to those without a need to know the information, or outside the ISA+21 except as required for legitimate business purposes.
- Using the account to conduct a private business.
- Sharing your email password or providing anyone with access to the ISA+21 email system.
- Sending unnecessary large non-work e-mail attachments or video files.

If you receive an inappropriate email, immediately notify the PRESIDENT and/ or the SECRETARY.

2. Internet

Members may not view, copy, alter, or destroy ISA+21 IT data, software, documentation or communications without authorization; and only ISA+21 IT-approved sites may be used for Internet voice communication. Any software or files downloaded via the Internet or e-mail into the ISA+21 network immediately becomes property of ISA+21. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

3. Security

- For security purposes, do not share account or password information.
- Please protect your password.
- If you think that someone may have learned your password or accessed your account:
CONTACT OUR WEBMASTER

4. Social Media

ISA+21 has an active social media presence with a dedicated committee reporting to the Communication Director. ISA+21's social channels [FACEBOOK, TWITTER, INSTAGRAM, LINKDIN] are a place for the brand to engage with existing and prospective members. Official Social Media Channels: FACEBOOK, TWITTER, INSTAGRAM, LINKEDIN. If you want to utilize social media, please contact the COMMUNICATIONS DIRECTOR for assistance. Members are not authorized to open public social media channels for ISA+21 without consent of the BOD.

Personal Social Media Use Guidelines

When you participate in public discussions on social media sites, we ask that you observe the following guidelines

Do:

- Have fun: Social media brings together friends, family and colleagues from across the world. Respect that each one of us has different backgrounds and different opinions.
- Share: Feel free to follow ISA+21 official social channels and share any "PUBLIC" content that is posted with your friends or followers.
- Be transparent: If you are blogging or commenting about ISA+21, identify that you are a member and clarify your role. Social media is all about honesty and transparency and those reading your comments deserve to know who you are and what stake (if any) you have in the conversation topic. Be clear that what you are saying is your personal view

and not the official view of ISA+21 unless you are attributing and linking to an official ISA+21 statement.

- Be responsible: Do not disclose or communicate proprietary and/or confidential, non-public information and content that you may have access to or hear about from others. Also, respect the proprietary information of others. If you are not sure if the information you want to post is confidential or not, please double check with COMMUNICATION DIRECTOR OR THE BOD. What you say could influence regulators, or members of the media, so be sure that what you say is accurate and truthful public information and consistent with the ISA+21's Standard of Business Conduct.
- Be respectful & honest: your statements and comments should be truthful to the best of your knowledge and not intended to mislead those reading your posts. And if you are commenting on others, be respectful and factual and do not denigrate our industry peers. As a member, what you say reflects on the ISA+21 and all of your colleagues. Remember, the Internet has a very long memory and what you say will stick around for a very long time. So, take a moment to think carefully about what you are saying and the potential impact of your words.

Don't:

- Use copyrighted material, or other intellectual property of third parties.
- Post discriminatory, insulting or hostile comments to/or about members.
- Don't use ethnic slurs, personal insults, obscenity, and abusive, harassing or embarrassing language when referring to ISA+21 and its members. Be conscious of who may potentially see your profile, content, or comments.
- Post inappropriate pictures.
- External ISA+21 Social Media platforms such as Facebook, Twitter, Instagram, etc. aren't the place to vent issues you may have with ISA+21, your colleagues or policies. Discussions or comments about other members, issues with ISA+21 policy, or general criticisms about ISA+21 should be directed to your BOD. When offering comments or opinions, keep in mind that you may not know the whole story.

ISA+21 reserves the right to remove, or seek the removal of, posts that violate these guidelines. Members found to have violated these guidelines may be subject to consequences including temporary or permanent restriction from some or all internet resources and facilities.