



**700 – Social Media Policy**

<p><b>1. Purpose</b>          To ensure professional and respectful communication on social media that aligns with RHS World Support Alliance (RHSWSA) values.</p>	<p><b>6. Handling Feedback</b></p> <ul style="list-style-type: none"> <li>• Responding: Address negative feedback professionally. Escalate major issues to the PR officer or advisor.</li> <li>• Monitoring: Keep an eye on mentions of RHSWSA and respond appropriately.</li> </ul>
	<p><b>7. Security</b></p> <ul style="list-style-type: none"> <li>• Passwords: Use strong passwords and keep them secure.</li> <li>• Reporting: Report any security issues or unauthorized access immediately.</li> </ul>
<p><b>3. Guidelines</b></p> <ul style="list-style-type: none"> <li>• Professionalism: Maintain a positive and respectful tone. Represent RHSWSA in a manner that reflects its values.</li> <li>• Accuracy: Share accurate information. Correct any mistakes promptly.</li> <li>• Confidentiality: Do not disclose confidential or proprietary information.</li> <li>• Respect: Avoid posting content that could be offensive or discriminatory.</li> <li>• Compliance: Follow laws, school policies, and RHSWSA guidelines.</li> </ul>	<p><b>8. Training and Support</b></p> <ul style="list-style-type: none"> <li>• Support: Contact the PR officer or advisor for help with social media issues.</li> </ul>
<p><b>4. Official Accounts</b></p> <ul style="list-style-type: none"> <li>• Authorized Users: Only designated members may manage official accounts.</li> <li>• Content Approval: Obtain approval from the PR officer or advisor before posting.</li> <li>• Brand Consistency: Follow RHSWSA branding guidelines.</li> </ul>	<p><b>9. Violations</b></p> <ul style="list-style-type: none"> <li>• Consequences: Policy violations may lead to disciplinary action or removal from the club.</li> <li>• Reporting: Report violations to the PR officer or advisor.</li> </ul>

<p><b>5. Personal Accounts</b></p> <ul style="list-style-type: none"><li>• Disclosures: State that personal opinions do not reflect RHSWSA views.</li><li>• Conflict of Interest: Avoid content that conflicts with RHSWSA’s mission.</li></ul>	<p><b>10. Review</b></p> <ul style="list-style-type: none"><li>• Updates: This policy will be reviewed annually and updated as needed.</li></ul>
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**Adopted:** 3 August 2024  
Revised: 1 September 2024