



**COUNCIL OF INTERNATIONAL NEONATAL
NURSES, Inc. (COINN)**

Policy

Position Type	Policy Name	Policy #
Governance	The Use of Social Media	Pol - 0500
Review Frequency	Last Reviewed	Date to Review Policy
Every 3 years	March, 2018	March, 2021

Background

- COINN should seek to grow its social media base and use this to engage with existing and potential members, donors, and stakeholders. At the same time, a professional balance must be adhered to which avoids placing the organization’s reputation at risk.
- COINN seeks to encourage information and link-sharing amongst its membership, elected members and volunteers, and seeks to utilize the expertise of its elected members and volunteers in generating appropriate social media content.
- COINN supports the use of Social Media such as Instagram, Twitter, Facebook, Google+, YouTube, and blogging and acknowledges that social media represents a growing form of communication for not-for-profit organizations, allowing them to engage their members and the wider public more easily than ever before.
- COINN may choose to engage in social media such as:
 - Twitter
 - Facebook
 - Google+
 - WordPress/Blogger
 - You Tube/Vimeo
 - iTunes/Podcasting
 - Instagram
 - WhatsApp
- COINN recognizes that social media posts should be in keeping with the image that COINN wishes to present to the public, and posts made through its social media channels should not damage the organization’s reputation in any way.

Position

COINN's social media use shall be consistent with the following core values:

1. **Integrity:** COINN will not knowingly post incorrect, defamatory or misleading information about its own work, the work of other organizations, or individuals. In addition, it will post in accordance with the organization's Copyright and Privacy policies.
2. **Professionalism:** COINN's social media represents the organization as a whole and should seek to maintain a professional and uniform tone. Elected members and volunteers may, from time to time and as appropriate, post on behalf of COINN using its online profiles, but the impression should remain one of a singular organization rather than a group of individuals.
3. **Information Sharing:** COINN encourages the sharing and reposting of online information that is relevant, appropriate to its aims and of interest to its members.

Recommendations/Key Principles

The following principles apply to professional use of social media on behalf of COINN as well as personal use of social media when referencing COINN:

1. Members should be aware of the effect their actions may have on their images, as well as COINN's image. The information that employees post or publish may be public information for a long time.
2. Members should be aware that COINN may observe content and information made available by members through social media. Members should use their best judgment in posting material that is neither inappropriate nor harmful to COINN, its leaders or customers.
3. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile environment.
4. Members are not to publish, post or release any information that is considered confidential or not public.
5. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Members should refer these inquiries to the COINN board.
6. If members find encounter a situation while using social media that threatens to become antagonistic, members should disengage from the dialogue in a polite manner and seek the advice of a board member.
7. Members should get appropriate permission before you refer to or post images of current or former members, vendors or suppliers. Additionally, members should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

Procedure

Elected members and volunteers may, from time to time and where appropriate, post on behalf of COINN using the organization's online social media profiles.

The Secretary or nominated representative has ultimate responsibility for:

1. Ensuring appropriate and timely action is taken to correct or remove inappropriate posts (including defamatory and/or illegal content) and in minimizing the risk of a repeat incident.
2. Ensuring that appropriate and timely action is taken in repairing relations with any persons or organizations offended by an inappropriate post.
3. Moderating and monitoring public response to social media, such as blog comments and Facebook replies, to ensure that trolling and spamming does not occur, to remove offensive or inappropriate replies, or caution offensive posters, and to reply to any further requests for information generated by the post topic.

It is important to maintain the balance between encouraging discussion and information sharing, and maintaining a professional and appropriate online presence.

Social media is often a 24/7 occupation; as such, the Secretary to another appropriate staff member/volunteer as outlined above may delegate responsibilities.

Process

Before social media posts are made, volunteers and staff should ask themselves the following questions:

1. Is the information I am posting, or reposting, likely to be of interest to COINN's members and stakeholders? Is the information in keeping with the interests of the organization and its constituted aims?
2. Could the post be construed as an attack on another individual, organization or project?
3. Would COINN's donors be happy to read the post?
4. If there is a link attached to the post, does the link work, and have I read the information it links to and judged it to be an appropriate source?
5. If reposting information, is the original poster an individual or organization that COINN would be happy to associate itself with?
6. Are the tone and the content of the post in keeping with other posts made by COINN? Does it maintain the organization's overall tone?

If you are at all uncertain about whether the post is suitable, do not post it until you have discussed it with a representative of the COINN Board. A few moments spent checking can save the organization big problems in the future.

In the event of a damaging or misleading post being made, the Secretary should be notified as soon as possible, and the following actions should occur:

1. The offending post should be removed.
2. Where necessary an apology should be issued, either publicly or to the individual or organization involved.
3. The origin of the offending post should be explored and steps taken to prevent a similar incident occurring in the future.

The reputation of COINN is first and foremost, and this involves maintaining a safe and friendly environment for its members.

From time to time social media forums may be hijacked by trolls or spammers, or attract people who attack other posters or the organization aggressively. In order to maintain a pleasant environment for everybody, these posts need to be moderated.

Freedom of speech is to be encouraged, but if posts contain one or more of the following, it is time to act:

1. Excessive or inappropriate use of swearing.
2. Defamatory, slanderous or aggressive attacks on COINN, other individuals, organizations, projects or public figures.
3. Breach of copyrighted material not within reasonable use, in the public domain, or available under Creative Commons license.
4. Breach of data protection or privacy laws including but not limited to use of an institution's or patient's family's name or picture without consent.
5. Repetitive advertisements.
6. Topics which fall outside the realms of interest to members and stakeholders, and which do not appear to be within the context of a legitimate discussion or enquiry.

If a post appears only once:

1. Remove the post as soon as possible.
2. If possible/appropriate, contact the poster privately to explain why you have removed the post and highlighting COINN's posting guidelines.

If a poster continues to post inappropriate content, or if the post can be considered spam:

1. Remove the post as soon as possible.
2. Ban or block the poster to prevent them from posting again.

Banning and blocking should be used as a last resort only, and only when it is clear that the poster intends to continue to contribute inappropriate content. However, if that is the case, action must be taken swiftly to maintain the welfare of other social media users.