



# yelabus Social Media Policy

This policy outlines guidelines for responsible and respectful use of social media to protect the charity.

## 1. Scope

Applies to all employees, volunteers and Trustees who post on social media in a personal or professional capacity that could be linked to the organisation.

## 2. General Guidelines

- **Be respectful:** Avoid offensive, discriminatory, or inflammatory language.
- **Protect confidentiality:** Do not share sensitive charity, client, or partner information.
- **Be accurate:** Verify facts before posting. Correct mistakes promptly.
- **Separate personal and professional:** Make it clear when opinions are your own.
- **Follow the law:** Comply with copyright, data protection, and other applicable regulations.

## 3. Official Accounts

- Only authorised staff may post on official charity accounts.
- Content must align with the aims of the charity and our place in the community.

## 4. Personal Accounts

- Avoid implying you speak on behalf of the charity unless authorised.
- Use disclaimers such as: *"Views are my own and do not represent the charity."*

## 5. Monitoring & Enforcement

- The charity may monitor public posts related to our activities.
- Breaches of this policy may result in disciplinary action.

## 6. Support & Questions

For guidance or clarification, contact the Secretary of the Committee.

Chairman K.R. Whitham Date 10/3/26