

JFS Social Media Policy for Volunteers

Jewish Family Services of Washtenaw County requires the responsible use of social media as it relates to or stems from your volunteer experience with JFS. Through defining the expectations that JFS has for its volunteers, we aim to protect clients, staff, the agency, and other volunteers from violations of confidentiality, privacy, and respect online. Inappropriate use of social media can pose risks to our clients, confidential and proprietary information and reputation, and can jeopardize our compliance with legal obligations. To minimize these risks, we require volunteers to adhere to this policy in its entirety.

- You are required to respect confidentiality at all times. This includes but is not limited to posts indicating a client's name or identifiable information. Identifiable information includes but is not limited to name, address, family size, personally identifiable characteristics, or unique circumstances.
- It's appropriate and permissible to utilize social media to indicate or identify yourself as a JFS Volunteer and with which volunteer program you are serving. Sharing your positive experience or the impact that you are making is appropriate but you must do so while avoiding the following:
 - No photos with or of clients are to be posted on any volunteer's social media
 - No identifying information regarding clients is to be posted.
 - No disparaging remarks about JFS should be posted. Volunteer grievance procedures should be followed instead.
 - No photos with or of agency staff or volunteers without explicit permission should be posted
- If you disclose your affiliation as a volunteer of Jewish Family Services, you must also state that your views do not represent those of the organization you are volunteering with. For example, you could state, "the views in this posting do not represent the views of Jewish Family Services"
- If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from making the communication until you discuss it with your volunteer supervisor or the Volunteer Coordinator.
- Within each volunteer program, there may be additional guidelines or training regarding appropriate use of social media.

This policy covers all volunteer social media usage whether public or private. All social networks and online platforms are to be covered under this policy, including but not limited to Facebook, Twitter, LinkedIn, Instagram, Google+, and YouTube.

I, _____, (please print name) agree to adhere to the JFS social media policy for volunteers.

Volunteer Signature

Date