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Social Media Policy

Introduction

Social media has changed the way we communicate, both at work and in our personal lives. Papua New Guinea Resource Governance Coalition Inc. (PNGRGC) has put in place the following guidelines for appropriate use of social media, including but not limited to:

- Networking sites (i.e. Facebook, LinkedIn, Twitter, Instagram)
- Video and photo sharing sites (i.e. YouTube)
- Messaging platforms (i.e. Messenger, WhatsApp)
- Website, blogs, online forums and message boards (e.g. Quora)

These guidelines apply to both PNGRGC sponsored social media platforms and personal use as it relates to Papua New Guinea Resource Governance Coalition Inc.

Guidelines

- **Be Transparent.** If you share anything related to PNGRGC. and/or associate yourself with PNG RGC Inc. in any way, add a disclaimer in your profile such as: ***"Views expressed are my own."***
- **Use Good Judgment.** Remember that what you share online is permanent. So be smart in what you say and do online. Ultimately, you are responsible for what you write, which can not only reflect on you personally but also on PNGRGC brand. If what you're thinking of writing gives you concern, pause and reach out to the National Coordinator or the social media team at [Email Address] for guidance.
- **Uphold Our Values & Policies.** Guidelines for functioning online are the same as the values, ethics and confidentiality policies you are expected to uphold in general as an employee of PNGRGC.
- **Protect Confidential Information.** Never share PNGRGC confidential or proprietary information, or share upcoming news about PNGRGC. Examples include, but are not limited to: financial information; information on employees, partners, or suppliers; and business development deals.
- **Proceed with Caution.** You may encounter negative posts about the PNGRGC. PNGRGC has a team that monitors social media and is trained to respond to these types of situations. Let this team respond or, if you believe they are unaware of the incident, alert them.
- **Respect Our Brand.** Employees are not allowed to create or manage PNGRGC branded social media accounts without official permission from PNGRGC Council.
- **Stay Legal.** Respect copyright and fair use laws. Give credit where it's due.

Thank you for observing these guidelines as you engage in PNGRGC online activity/ies.