CORNWALL FEDERATION OF WOMEN'S INSTITUTES
SOCIAL MEDIA CODE OF CONDUCT POLICY

Respectful behaviour: The WI was founded on democratic ideals over 100 years ago and this commitment to equality and inclusion is still central to our ethos today. The WI is an inclusive, supportive and progressive organisation for all women.

Social media covers Facebook, the blog on the website, Instagram, the podcast and County News.When engaging with any posts and any other social media platforms, CFWI has zero tolerance to any attacks or profanity in your interactions. Political comments pertaining to a political party or its members in the UK and worldwide are also not acceptable. CFWI will not tolerate any comments that infringe upon another's rights under the Equality Act 2010, and we maintain a right to remove discriminatory or offensive comments without warning.

We understand that some topics can be emotionally charged. People will sometimes vent their frustration in ways that others with different viewpoints may not agree with. Debates on certain topics are to be expected, as is the nature of online conversation; however, please remember that there is a real person behind the screen, who may be personally affected by hurtful or flippant comments. It is important to note that jokes have the potential to cause serious offence, so please think carefully before engaging with a post.

We would like our Facebook page, blog and website or any other media platforms, to be positive spaces for learning, sharing news, raising awareness of important issues and building connections. We would like participants to support and respect each other, as they would at a WI meeting or event.

Relevance : CFWI will only share content that is deemed to be relevant to the organisation and its audience. This can include (but is not limited to), news and stories sent in about WI activities, upcoming WI events, WI campaign news, news from other organisations which tie in with our campaigns and items about events and opportunities that are deemed to be of interest to our members. When relevant to our members we may include safety information on our social media (mainly Facebook) as it is a fast and far reaching platform.

Confidentiality and data protection: Please keep in mind that CFWI's Facebook page and website and other media are public forums, so whatever you share in comments on CFWI posts, on the wall or on the website blog can be viewed by everyone. If you are sharing information or photos of another person, make sure you have their consent before doing so. Do not share personal data such as contact details publicly online as you could be infringing General Data Protection Regulations (GDPR).

Copyright: When sharing content on Facebook, website and other social media platforms, please ensure you do not violate someone else's intellectual property rights. Where possible, only share content (such as images or music) that is your own. If you are sharing someone else's work, ensure you have their permission and give them credit when sharing.

Disclaimer: Opinions expressed in comments made by those who participate on the CFWI Facebook page or the website are the personal opinions of the authors, not of CFWI.

Opinions expressed by participants are not necessarily endorsed by CFWI. We reserve the right to remove a comment which is detrimental to a person the WI or might incite unrest. The comment will be dealt with outside of the social media platform.

CFWI will endeavour to reply to all social media messages and questions asked in a timely manner, however, it should be noted that the page is monitored by volunteers who cannot devote their attention to it full-time.

	Date Created	**Last Review Date**	**Next Review Date**	**Document Author**
1	October 2020		March 2024	CFWI Policy Group
2		August 2026	August 2028	CFWI Policy Group