



SOCIAL NETWORKING AGREEMENT – Administrators declaration

Colchester Operatic Society fully complies with information legislation. For the full details on how we use your personal information please visit our website <https://www.colchesteroperaticsociety.co.uk/about/privacy-policy/> or speak to our Membership secretary if you are unable to access the internet.

Name:.....

As an appointed administrator on behalf of the Executive committee, I agree to monitor all groups and pages I have been assigned to, to ensure members adhere to our social media networking agreement (as below). I have read the agreement and also agree to abide by its terms. If I see any evidence or reports of bullying, discrimination and/or harassment on our social media groups and/or pages I will ensure appropriate action is taken and report the incident/s to the Executive Committee and other authorities as & when necessary.

Signed: Date:

SOCIAL NETWORKING AGREEMENT

Colchester Operatic Society and many of its members participate in social networking using websites such as Facebook, Instagram and Twitter. The society uses production specific closed and/or secret groups as a forum for communication between the committees & their members, cast members and members of the production team and stage crew. These are monitored by appointed members of the Executive committee as administrators. Only relevant people are invited to join these groups and all posts made to the group must be approved by an admin. We also have a public COS Facebook group used to share information to a wider audience of members, including previous and potential members, and whilst still monitored by us, this group is not a confidential forum.

Whilst those invited to join these groups are free to use it as a communication and social networking tool, we ask that **everyone ensures that they do not breach the law, defame the Society or any other members of the society**. We respect a member's right to personal opinions and the freedom to voice these within our Facebook groups and using their personal social networking accounts/pages, but we ask all members and appointed/employed individuals to:

- Ensure that they do not conduct themselves in a way that is detrimental to the Society.
- Take care not to allow their interaction within the production Facebook group to damage working relationships between individuals involved in the production.
- Never include material that is abusive, defamatory, sexist, racist or that could be interpreted as harassment, discrimination or bullying.

If posts made to ANY of our Facebook groups are deemed to be in breach of the above conditions they may be deleted or will NOT be approved.

Members of the Executive committee, who manage the Society, make every effort that is reasonably possible to ensure that all of its members and appointed/employed personal are treated with dignity and respect. Bullying, discrimination and harassment of any kind will not be tolerated. This includes cyber-bullying, which could include bullying by text messages, phone calls, Instant messenger services, circulating photos or video clips or by posting comments on Facebook groups and/or other social networking sites. Any evidence or reports of bullying, discrimination and/or harassment will be taken seriously by the Executive Committee, discussed and appropriate action taken. This may include removing individuals from our Facebook group/s, removing an individual's role, position or status from the production and/or Society and if necessary reporting an individual to the police for criminal prosecution.

Members with complaints regarding the Society, its productions, members or employees should follow our complaints procedure and refrain from publicly complaining using our Facebook group/s and/or other social networking sites, as this can be detrimental to Individuals, personal relationships and/or the reputation of the Society.