



## HARBOUR CITY WATER HAWKS POLO

### NZWP and Harbour City Water Polo Social Media Policy

#### 1. Introduction and Purpose

1.1 This policy sets expectations, obligations, and acceptable use practices for consuming and creating social media content which relates to New Zealand Water Polo (NZWP) and the sport of water-polo in New Zealand. This policy assists to establish a culture of openness, trust and integrity in all online activities related to the sport of water polo.

1.2 This policy applies to employees and contracted personnel of NZWP (Employees/Contracted Personnel), directors of the board of NZWP, members of NZWP, contracted athletes, referees, and players of NZWP, volunteers/unpaid workers of NZWP and medical specialists involved in water-polo (Everyone).

1.3 NZWP acknowledges the enormous value of social networking applications & websites, such as (but not limited to) Facebook, Instagram, Twitter, Snap chat, YouTube and TikTok to promote and communicate stories about our sport and to celebrate the achievements and success of the people involved in our sport.

1.4 Employees/Contracted Personnel have permission to monitor social media sites during work hours for work purposes. Usage may be monitored and excessive use, particularly if it interferes with your duties, may result in the access being removed and / or disciplinary action.

1.5 It is expected that Everyone conducts themselves appropriately when using social networking sites to share information related to our sport. Social media content, including postings, blogs, status updates, txts, snapchats, tweets and all other forms of online communication:

1. a) Must not be offensive, provocative, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, homophobic, sexist or otherwise inappropriate.
2. b) Must not be illegal.
3. c) Must not be dishonest, misleading, false or injure the reputation of another person or entity.
4. d) Must respect and maintain the privacy of others.
5. e) Must not release confidential information or information which is not, at the sole discretion of NZWP and Harbour City Executive, considered suitable for the public.
6. f) Must not be detrimental to NZWP or Harbour City Water Polo or the reputation or relationships of NZWP, the reputation of water-polo as a sport, your



relationships with your colleagues and others involved in our sport, or the trust and confidence NZWP has in Everyone.

7. g) Must not use the intellectual property, including the registered trademarks and logos of NZWP or Harbour City Water polo without appropriate authorisation.
8. h) Before you post, blog or tweet, ask yourself this: Would you like someone to post, blog or tweet what you intend to say about you?

1.6 This Policy is unlikely to have given exhaustive coverage of the behaviour that we wish to protect each other and our sport against, In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from the Chief Executive Officer of NZWP.

1.7 Breaches of this Policy will be considered a serious matter and subject to disciplinary action, up to and including termination of employment or a contract. Where appropriate, NZWP or Harbour City Water polo will involve the police or other law enforcement agencies in relation to breaches of this policy.

1.8 This Policy is focused on transparency, dignity and maximising the potential of all people in the sport of water polo. This Policy goes to the preserving the values of NZWP and Harbour City Water polo.

1.9. This Policy should be read with other NZWP policies, including:

1. a) Code of Conduct.
2. b) Supplemental Code of Conduct for Employees and Directors.
3. c) Complaints Policy and Procedure.
4. d) The Whistleblower Protection Policy.
5. e) Child Protection Policy
6. f) Bullying and Harassment Policy.
7. Complaints Policy and Procedure and Whistleblower Protection

2.1. If someone makes a complaint about a breach or suspected breach of this Policy, NZWP's Complaints Policy and Procedure will apply. People are entitled to raise concerns or complaints and have these addressed promptly and fairly. No-one should be punished or victimised for raising a concern or a complaint in good faith.

2.2. If an Employee/Contracted Personnel becomes aware of a breach or suspected breach of this Policy and believes on reasonable grounds that the breach constitutes "serious wrongdoing", as defined by the Whistleblower Protection Act 2022 (and summarised in the NZWP Whistleblower Protection Policy), they should report it according to the process set out in the Whistleblower Protection Policy.

Modified from NZWP Social Media Policy.

September 2023