



SOCIAL MEDIA POLICY

The purpose of the Social Media Policy is to protect the reputation, integrity, and mission of Central Indiana Community Foundation, Inc. ("CICF"); to ensure compliance with fiduciary duties under Indiana law; and to provide clear guidance regarding appropriate use of social media by individuals associated with CICF. Social media can significantly affect donor trust, community confidence, and CICF's legal and ethical obligations.

This policy applies to members of the board of directors; officers; full-time, part-time, and temporary employees; committee and advisory board members, including scholarship committees and the Joint Investment Board; and contractors or consultants where applicable by agreement.

This policy applies to official CICF social media accounts as well as personal social media accounts when referencing CICF or those that are reasonably associated with CICF.

Social Media

"Social media" includes all forms of online publishing and interaction, including but not limited to:

- Social networking sites (e.g., Facebook, LinkedIn, Instagram);
- Blogs, online forums, and message boards;
- Video- and photo-sharing platforms; and
- Comments, direct messages, reposts, likes, and shares.

Standards of Conduct

All individuals covered by this policy must:

- Act in a manner consistent with CICF's mission, values, and fiduciary duties;
- Protect CICF's reputation and relationships with donors, grantees, partners, and the community;
- Comply with all CICF policies, including confidentiality, whistleblower, and conflict of interest policies; and
- Comply with applicable federal and Indiana law.

Individuals must not post, share, comment on, or otherwise disclose any Confidential Information (as defined in the Nondisclosure and Confidential Information Policy) through social media.

Confidentiality obligations apply during and after service, employment, or other engagement with CICF.

Expectations Specific to the CICF Board of Directors

Because of their fiduciary role, board members must:

- Avoid commenting publicly on board deliberations or internal matters;
- Refrain from characterizing or criticizing CICF decisions on social media;



- Speak with one voice once the board has acted; and
- Refer media or public inquiries to authorized CICF representatives.

Official CICF Accounts

Only authorized staff may create, post to, or manage official CICF social media accounts. Content posted on official accounts must be accurate, mission-aligned, respectful, and approved through established internal processes. Login credentials and account access to official CICF accounts are confidential and may not be shared.

Personal Social Media Use

CICF respects individuals' rights to maintain personal social media accounts. However, when engaging in personal social media activity, individuals must:

- Make clear when opinions are personal and not made on behalf of CICF;
- Avoid implying CICF endorsement of personal views or activities;
- Avoid using CICF logos, branding, or official titles in a misleading way; and
- Exercise caution when identifying oneself as affiliated with CICF.

CICF encourages individuals affiliated with CICF to use social media to share, repost, or amplify content published through CICF's official social media accounts, as well as other publicly available information, to help raise awareness of CICF, its mission, and its activities.

Individuals should exercise caution when creating original social media content that references CICF, particularly when expressing opinions or commentary. When doing so, individuals are encouraged to make clear that the views expressed are personal and not made on behalf of CICF.

Suggested disclaimer: "Views expressed are my own and do not represent the views of CICF."

Prohibited Social Media Conduct

The following conduct is prohibited:

- Disclosing or implying Confidential Information;
- Posting false, misleading, or defamatory statements about CICF or others;
- Harassing, discriminatory, or retaliatory conduct;
- Using social media to advance personal, political, or financial interests while explicitly or implicitly referencing CICF or the individual's affiliation with it in a way that implies endorsement, misrepresents authority, or creates a conflict of interest with CICF's mission or policies; and
- Engaging in online disputes on behalf of CICF without authorization.



Nothing in this policy is intended to restrict lawful personal political expression or other rights protected under state or federal law, provided such expression is clearly made in an individual capacity and does not imply CICF endorsement.

Political and Advocacy Activity

As a nonprofit organization, CICF is subject to restrictions on political activity. Individuals must not:

- Use CICF affiliation to endorse or oppose political candidates;
- Engage in political advocacy on behalf of CICF without authorization;
- Imply CICF support for political positions or campaigns.

This policy does not restrict lawful personal political activity conducted in a clearly individual capacity.

Protected Rights

Nothing in this policy is intended to restrict rights protected under federal or Indiana law, including rights related to lawful whistleblower disclosures, or interfere with legally protected employee rights, including protected activity pursuant to the National Labor Relations Act.

Monitoring and Enforcement

CICF does not routinely monitor personal social media accounts, but violations of this policy that affect CICF may result in corrective or disciplinary action, including:

- Removal from board or committee service;
- Disciplinary action for employees, up to and including termination; and
- Other remedies permitted under Indiana law.

Administration and Review

This policy shall be administered by the Chief Executive Officer of CICF in consultation with the Chair of the CICF Board of Directors and reviewed periodically by the CICF Board of Directors.