CONFIDENTIALITY & SOCIAL MEDIA POLICY

Sudden Valley Community Association (SVCA)

This Policy applies to **employees and volunteers of SVCA** ("Recipient").

1. Purpose

SVCA maintains confidential and proprietary information regarding its operations, residents, financials, and other sensitive matters. Additionally, this Policy establishes social media use guidelines to ensure professionalism, privacy protection, and compliance with association policies.

2. Definition of Confidential Information

"Confidential Information" includes, but is not limited to:

- Personal and financial information of SVCA members, residents, employees, and vendors.
- Internal records, certain financial reports that are not subject to disclosure under RCW 64.38.045, legal matters, and board discussions held in closed session.
- Non-public information regarding SVCA operations, policies, security measures, and decisions.
- Any other information disclosed during employment or volunteer work that management designates as Confidential Information.

3. Obligations of the Recipient

The Recipient agrees to:

- Maintain strict confidentiality and not disclose Confidential Information to any third party without prior written consent from SVCA.
- Use Confidential Information only for official SVCA duties and not for personal gain or unauthorized purposes.
- Secure and protect any Confidential Information in their possession.
- Refrain from discussing Confidential Information in public forums, including online platforms.
- Immediately notify the General Manager of any unauthorized disclosure or potential breach of Confidential Information.

4. Social Media Policy

SVCA recognizes the importance of social media for personal and professional purposes. However, employees, volunteers, and HOA member-employees must adhere to the following guidelines:

4.1 General Conduct

Employees and volunteers must not post, share, or comment on **Confidential Information.**

- Employees and volunteers must conduct themselves professionally and avoid statements that could create conflicts of interest.

- Personal opinions must be clearly stated as such and should not imply official representation of SVCA.

4.2 Social Media Use for Employees Who Are Also HOA Members

Employees who are also SVCA members must:

- Distinguish between their personal opinions as HOA members and their professional responsibilities.
- Avoid using their employment status to influence or escalate HOA disputes.
- Follow all social media rules applicable to employees, even when engaging in member discussions online.

4.3 Prohibited Activities

Employees, volunteers, and member-employees must **not**:

- Engage in harassment, bullying, or discriminatory behavior toward SVCA members, staff, or vendors.
- Use SVCA's logo, branding, or materials without prior written approval.
- Discuss SVCA policies or internal decisions in a way that misrepresents facts or misleads the community.

5. Enforcement & Consequences

Violations of this Policy may result in disciplinary action, including:

- Verbal reprimand and counseling, written reprimand, suspension without pay, discharge or termination of employment/volunteer position.
- Restrictions on social media engagement in official or HOA-related matters.

6. Return or Destruction of Information

Upon termination of employment, volunteer service, or upon request by SVCA, the Recipient must return or destroy all Confidential Information in their possession.

7. Term and Survival

A Recipient's obligations remain in effect during and after the Recipient's association with SVCA. The obligation to maintain confidentiality and adhere to social media policies **survives indefinitely** beyond employment or volunteer service.

I have read, understand and acknowledge receipt of this policy.

_____ _____/_____/_____

Signature Date

Printed Name: _____