FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **MEDIA/PUBLICITY**		POLICY NO: GEA-007
	DATE ISSUED: February 16, 2022	PREVIOUS POLICY DATE/NAME: September 28, 2011
		RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Board Policy	

MEDIA POLICY

Family Visions (FV) encourages a policy of sound relations with the press and other communications media. As the demands for information change throughout society, Family Visions is committed to ensuring we embrace modern methods of communication and sharing information.

However, we also understand that some modern methods of communication require regulation so that they can be more effective. We ask all our employees and other stakeholders to read and understand media policies and procedures thoroughly. We expect all the employees or volunteers of Family Visions to use media/social media responsibly and to treat all people with respect.

Values

Family Visions values respect, dignity, and equality within the community. We believe that while following this policy and these procedures, our employees and stakeholders can interact responsibly with media/social media.

Policy

1. Be respectful and think about the effect your words may have on others
2. Be safe when discussing personal information online
3. Be clear that these are *your* views unless you are authorized to speak on behalf of Family Visions.
4. Respect confidentiality. Never disclose personal information about clients, family members, board members, volunteers, or any financial or proprietary information about Family Visions, Inc.

Using Media at Work

Unless it is directly related to the work you do at Family Visions please limit your media/social media use while in the office, homes, or working on behalf of our organization. Defer all comments to the designated Family Vision spokes person(s).

Designated spokesperson

Family Visions spokesperson will uphold the values of the FV Policy and provincially legislated privacy regulations. Any public communication will respect the spirit of this policy.

In most situations, the Executive Director will serve as spokesperson on behalf of Family Visions Inc. Should this person be unavailable, the Board Chairperson or designate will serve in this capacity. Every effort will be made to ensure the veracity of any publication by consulting the relevant stakeholder, or agency or individuals as needed.