

## Property Owners Association of Hilltop Lakes, Inc

### Social Media Policy

**POLICY:** This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

**PROCEDURES:** The following principles apply to professional use of social media on behalf of Property Owners Association of Hilltop Lakes, Inc., as well as personal use of social media when referencing Property Owners Association of Hilltop Lakes, Inc.

- Employees need to know and adhere to the Property Owners Association of Hilltop Lakes, Inc., Code of Conduct, Employee Handbook, and other company policies when using social media in reference to Property Owners Association of Hilltop Lakes, Inc.
- Employees should be aware of the effect their actions may have on their images, as well as Property Owners Association of Hilltop Lakes, Inc., image. The information that employees post or publish may be public information indefinitely.
- Employees should be aware that Property Owners Association of Hilltop Lakes, Inc., may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Property Owners Association of Hilltop Lakes, Inc., its employees, or customers.
- Although, not an exclusive list, some specific examples of prohibited social media conduct include: posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Property Owners Association of Hilltop Lakes, Inc., spokespersons.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before referring to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

May 21, 2019

- Social media use shouldn't interfere with employee's responsibilities at Property Owners Association of Hilltop Lakes, Inc. Property Owners Association of Hilltop Lakes, Inc. Computer systems are to be used for business purposes only. When using Property Owners Association of Hilltop Lakes, Inc., computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Property Owners Association of Hilltop Lakes, Inc., blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates Property Owners Association of Hilltop Lakes, Inc., or any other company policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with Property Owners Association of Hilltop Lakes, Inc., a disclaimer should be used, such as this: "The postings on this site are my own and may not represent Property Owners Association of Hilltop Lakes, Inc., positions, strategies or opinions."

This Policy is effective upon recordation in the Public Records of Leon County, and supersedes any policy on Social Media Policy which may have previously been in effect, except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 21st day of May, 2019.

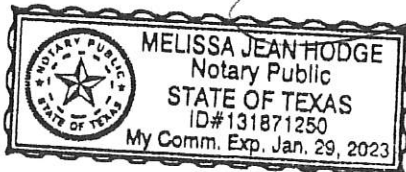
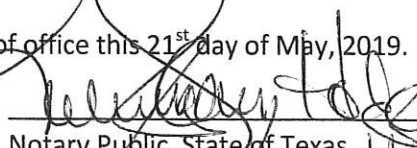


Mike Sizemore  
Vice-President  
Property Owners' Association of Hilltop Lakes, Inc.

STATE OF TEXAS     )  
                                  )  
COUNTY OF LEON    )

Before me, the undersigned authority, on this day personally appeared Mike Sizemore, Vice-President of Property Owners Association of Hilltop Lakes, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledge to me that he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 21<sup>st</sup> day of May, 2019.

Notary Public, State of Texas  
Melissa Jean Hodge  
Printed Name  
My Commission expires: 1/29/23

May 21, 2019