



ZIMBABWE DIASPORA CONSTRUCTION & ENGINEERING PROFESSIONALS

**ELECTRONIC MEDIA COMMUNICATIONS &
INFORMATION POLICY**



This policy sets out the rules which the Association will implement to ensure security, integrity, confidentiality and availability of all Social Media platforms that the Association uses in the transmission and sharing of information and/or data.

All Association members are required to comply with the following rules and any failure or breach of this policy, and its rules will result in disciplinary action and possible expulsion from the Association. Individual members will be held responsible for the content, dissemination and management of electronic communications and information they share whilst participating in social media platforms.

When participating in social media in a personal capacity, Association members must:

- Not disclose confidential information, proprietary or sensitive information that is not readily available to the public;
- Not use the ZiDCEP name, logo or branding on any social media platform without prior approval from the Executive Committee;
- Not communicate anything that might damage ZiDCEP's reputation, brand, general public or the confidence of the Association members;
- Not represent or communicate on behalf of the Association in the public domain without prior approval from the Executive Committee; and
- Ensure that when representing the Association, that their social media communications or participation is lawful and complies with both this policy and that of the third-party social media provider.

Definitions

In this Policy—

Association means ZiDCEP

Association members means all ZiDCEP members including associates and student members

Disciplinary action means a warning, suspension of membership for a defined period or termination of membership, depending on the severity of the breach and as determined through the disciplinary process outlined in Sub-clause 3.2 of the association rules;

Executive Committee means the bi-annually elected Executive Committee having management of the business of the Association;

Member means a member of the Association including associate and student members;

Social Media refers to any third-party online media which allows for user participation, interaction, communication or publishing of information. Common social media tools include but are not limited to Facebook; LinkedIn; Twitter; MySpace; Whatsapp; Telegram; YouTube; weblogs; forums; discussion boards; etc.

ZiDCEP means Zimbabwe Diaspora Construction & Engineering Professionals Association;

Any queries or questions pertaining to this policy should be directed to the Executive Committee



1. ASSOCIATION WEBSITE

The Association operates an official website – www.zidcep.org – for the benefit of its members and the wider external community with vested interests in the operations of the Association. All Association published data and/or information on the website shall be treated as ‘confidential’ but the same time available for ‘public’ access. Association members shall safeguard the security of the website and the information it holds. Any deliberate attempt, direct or indirectly whatsoever, to temper or compromise the integrity and valid of the website and information it contains shall be treated as a serious offence which may lead to immediate termination of membership and/or a reportable criminal offence.

2. EMAIL

Any electronic email communication using either the Association’s; company or personal email addresses shall be done appropriately and in strict compliance with the provider’s rules and policies. No political, libelous, pornographic, discriminatory (on gender, racial, religion, political, disability or sexual orientation basis), derogatory, obscene, defamatory, harassing, racially abusive or illegal material, including any material in breach of copyrights (i.e. photographs, videos & music), may be copied, retrieved, recoded, stored or transmitted using the electronic systems in the course of conducting any Association activities or responsibilities.

3. THIRD-PARTY/SOCIAL MEDIA NETWORKS

The Association operates/manages communications and information via the following third party/social media networks:

- (1) Whatsapp;
- (2) Telegram;
- (3) LinkedIn;
- (4) Slack;
- (5) Zoom;
- (6) Microsoft Teams;
- (7) Facebook; and
- (8) Twitter,

These accounts/platforms are administered by designated Association members on behalf of the Association. Members are expected to use these networks in strict adherence to this policy as well as the policies of the respective networks. The Association shall not be held accountable or liable for any acts or omissions by individual members that are directly or indirectly in contravention to this policy and the network’s laid down usage policies. The Association may access and disclose Third Party / Social Media postings made by any member where:

- the purpose of such posting(s) is in connection with the Association’s activities;
- there is a legal injunction to do so in connection with a criminal offence or legal proceedings; or
- there is belief that the action is necessary to avert an imminent threat of violence or harm of whatsoever nature to a person; another member; the Association; the community or the country at large.

Alteration of this Policy

This policy will be reviewed and altered by the Executive Committee on any annual basis or as required to take account of any changes brought about by any legal regulation or third-party network policy changes to ensure the Association stays in compliance. An alteration of this policy does not take effect unless or until it is approved by the Executive Committee and 2 members of the Governance Sub-Committee.

