

## Chapter 11 – Section 11.2

### COMMUNICATIONS USAGE POLICY

#### I. PURPOSE

The purpose of this policy (the “Policy”) is to ensure that communications in conducting RWA business by all committee members and Board members does not put RWA at risk of liability.

#### II. APPLICATION

This Policy applies to all committee and Board members of RWA, collectively known hereinafter as “RWA Volunteers.”

#### III. POLICY

It is the policy of RWA that Volunteers conducting RWA business or using RWA communications systems including but not limited to RWA email accounts shall not:

- A. Send communications that contain libelous, defamatory, discriminatory, racist or obscene remarks;
- B. Set up personal businesses, send chain letters, or transmit any unsolicited commercial or advertising material;
- C. Disseminate images, text or materials that are indecent, pornographic, obscene or illegal;
- D. Disseminate images, text or materials that are discriminatory, abusive, sexist or racist, or that harass, threaten or attack;
- E. Violate copyright laws;
- F. Disclose information that RWA treats as privileged or confidential;
- G. Hack RWA’s or another organization’s network, email or communications system, or use passwords or mailboxes in an unauthorized manner;
- H. Disclose RWA passwords to unauthorized individuals;
- I. Transmit unsolicited personal views on non-Association related matters;
- J. Use communications media to circumvent RWA governing documents to personally attempt to influence public opinion or votes;
- K. Undertake activities that adversely affect network resources;
- L. Indiscriminately use “Reply to All” on emails;
- M. Introduce computer viruses, malware or other detrimental software into the Association’s network.

#### IV. ADMINISTRATION

Any person who becomes aware of an apparent violation of this policy should report such to the RWA Board of Directors or Association Manager. If the person alleged to have violated this policy is a member of the Board, he/she shall recuse him/herself from the process until the Board has made a determination about the violation.

The Board shall review the facts and determine if there has been a violation. If it is determined that there has been a violation, the Board shall take appropriate corrective action including notification to the Volunteer.