



Effective Date: 01 June 2023

1. Introduction

The Internet, Email, and Social Media Policy establishes guidelines and expectations for the appropriate and responsible use of internet access, email systems, and social media platforms by employees, volunteers, contractors, and any individuals associated with the Historic Army Aircraft Flight (HAAF). This policy aims to ensure the secure, professional, and ethical use of digital resources while safeguarding HAAF's reputation and promoting a productive and respectful online environment.

2. Scope

This policy applies to all internet usage, email communications, and social media activities conducted on the HAAF's premises, networks, devices, or using the HAAF's resources, including official accounts or personal accounts when used for the HAAF-related matters.

3. Internet Usage

a. Acceptable Use:

- Internet usage should be for legitimate business purposes related to the HAAF's mission, objectives, or approved activities.
- Users shall comply with all applicable laws, regulations, and the HAAF's policies when accessing the internet.

b. Prohibited Activities:

- Accessing, downloading, or distributing inappropriate or illegal content, including but not limited to offensive, discriminatory, defamatory, or copyrighted material, is strictly prohibited.
- Engaging in activities that compromise network security, such as hacking, phishing, or introducing malware, is strictly prohibited.

c. Monitoring and Security:

- HAAF reserves the right to monitor internet usage to ensure compliance with this policy, protect network integrity, and address any security or legal concerns.
- Users shall exercise caution when accessing external websites and refrain from disclosing sensitive information or engaging in risky online behaviours.

4. Email Usage

a. Professional Communication:

- Email shall be used for professional communication related to the HAAF's activities, projects, or business matters.
- Users shall maintain a respectful and professional tone in their email communications, adhering to the HAAF's communication standards.

b. Confidentiality:

- Users shall exercise care when sending confidential or sensitive information via email, ensuring appropriate recipients and using encryption or secure transmission methods when necessary.



- Unauthorized access or disclosure of confidential information is strictly prohibited.

c. Responsible Usage:

- Users shall manage their email accounts responsibly, regularly reviewing and organizing their inbox to maintain efficient communication practices.
- Users shall refrain from excessive personal use of the HAAF's email system and avoid forwarding chain emails or engaging in spamming activities.

5. Social Media Usage

a. Official HAAF Accounts:

- Only authorized individuals designated by the HAAF shall have access to and manage official HAAF social media accounts.
- Authorized individuals shall adhere to the HAAF's social media guidelines and communicate in a professional and respectful manner on behalf of the HAAF.

b. Personal Social Media Usage:

- When using personal social media accounts for HAAF-related matters, individuals shall make it clear that their views are personal and not representative of the HAAF's official stance.
- Individuals shall exercise caution and refrain from sharing or posting content that could harm the HAAF's reputation or compromise the privacy and safety of HAAF's stakeholders.

c. Respectful Engagement:

- Individuals engaging in social media discussions or representing the HAAF online shall do so respectfully, refraining from offensive, discriminatory, or inflammatory language or behaviours.
- Users shall respect copyright laws, intellectual property rights, and the privacy of individuals when sharing or reposting content.

6. Policy Violations

a. Non-Compliance:

- Non-compliance with this policy may result in disciplinary action, including but not limited to warnings, loss of access privileges, suspension, or termination, depending on the severity and frequency of the violations.
- Legal or ethical violations may be reported to the appropriate authorities.

7. Policy

Review

This policy shall be reviewed periodically to ensure its continued relevance and effectiveness. Any proposed changes to this policy shall be reviewed and approved by the appropriate HAAF authority.