



## Social Media Policy

The Society of Women Engineers (SWE) social media platforms exist for SWE members all over the world to engage with each other and connect about issues and content relating to SWE and women in engineering and technology. SWE is a 501c3 non-profit organization governed by the laws of the United States Federal Government. Questions about this policy should be directed to the Integrated Marketing Advisory Board at [imab-chair@swe.org](mailto:imab-chair@swe.org).

As with all SWE programs and events, the activity on these social platforms should reflect the **Core Values** of SWE, which are highlighted below. This policy covers anything mentioning SWE on social media such as Facebook, Instagram, Twitter, Snapchat, Pinterest, Blogs, You Tube, etc. These are just examples and not all-inclusive of every type of social media platform.

This policy is meant to cover any activity on social media associated with SWE. SWE Members and non-members are expected to follow this policy when posting in a SWE sanctioned space. SWE Leaders, as defined by the Society, are expected to adhere to this policy in any social media space, when they are identifiable as SWE leaders.

**Integrity:** We aspire to the highest level of ethical behavior as evidenced by honesty and dignity in our personal and professional relationships and responsibilities.

- Please make sure that you are posting appropriate content that represents SWE in the most appropriate way.
- Nothing which is illegal where SWE is headquartered (Chicago, Illinois, United States) may be promoted or advertised. Something legal in your state or country may be illegal in another area. When in doubt, check with SWE HQ.
- All SWE members agree to SWE's code of conduct when joining the Society.

**Inclusive Environment:** We embrace diversity in its broadest interpretation and commit to creating an inclusive environment for all our members and stakeholders. We value the contributions of a diverse membership, which enables SWE to achieve its full potential.

- SWE is a diverse and inclusive Global organization and encourages members to create a safe and welcoming environment for all. This means accepting different backgrounds and points of views in a respectful environment.
- SWE does not discriminate. Any language or images which are discriminatory of any kind based on race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social

situation in accordance with the USA Anti-Discrimination and Anti-Harassment laws are not to be used in a SWE associated platform. Forms of harassment include written, images, video, emojis, etc.

- When participating in SWE branded social media groups, please refrain from personal attacks and arguments.

**Mutual Support**: We provide an organization that fosters mentoring and the development of professional and personal networks

- SWE's "Policy Against Harassment" document applies to all SWE social media interactions. This is a zero-tolerance policy that shall be followed by all members.
- When posting on social media, consider the content to ensure it is professional and applicable to both the social media platform and to SWE. Keep content applicable to the audience, no spam.
- Do not use SWE social media spaces to promote non-SWE business offerings, non-SWE job postings, non-SWE recruiting events or for any non-SWE related fundraising.

**Professional Excellence**: We conduct our activities in a professional manner, demonstrating and demanding the highest standards of business practices.

- Links to the SWE Career Center, SWE sanctioned job postings and recruiting events organized by SWE are allowed.
- Please use appropriate language - no profanity in all social media interactions representing SWE.
- It is important to not share personal information for both yourself and others on social media platforms. This includes government identifications numbers, bank and credit card information, addresses, phone numbers, etc. Although social media pages may be considered "closed" or "private", they still are in a public domain.

**Trust**: We share a common definition of success with open, transparent access to common information, building mutual respect and confidence in the competence of those with whom we lead, serve and partner with.

- Appropriate actions should be taken by moderators such as removing posts and blocking users as appropriate if these policies are not followed.  
SWE members who participate as social media owners and group moderators for SWE branded accounts are charged with up-holding these values and policies daily. SWE HQ staff is available for support in controlling and communicating with difficult users but assumes primary enforcement rest with the members of the social group.

To launch a new SWE social media group, expand an existing group to new platforms, or to register an existing group with the Society, please refer to the Procedures and Guidelines for SWE Groups on Social Media.

Users who post, comment, share, or like content on a SWE HQ managed social media space that

is in clear and egregious violation of SWE's Social Media Policy will be removed from all SWE HQ managed social media spaces permanently.

Clear and egregious violations should be documented, content removed immediately, and the user frozen from access to the relevant SWE managed page or group. Issues and supporting documentation should be reported to [socialviolation@swe.org](mailto:socialviolation@swe.org).

Upon review, SWE HQ will permanently remove the user and give them notification within two business days. SWE HQ will communicate to volunteer social media administrators on SWE managed social media spaces of the individual's permanent removal. In the case the individual is a SWE member, their respective leaders at the section, MAL, or affiliate level will also be given notice in case similar action is desired at the local level.

SWE HQ is not responsible for the posts of individuals on non-SWE managed social media spaces. A list of SWE social media spaces can be provided upon request.

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