

ECOVIB2D’S Social Media Policy

1 Scope and Purpose

The purpose of this social media policy is to guide the sole employee of ECOVIB2D, me, on how to act on social media platforms, namely Facebook and Instagram. The situations that the policy will cover will be not posting anything controversial. Such situations include:

* Family and anybody's family
* Pornography and nude images
* Violent and extremist material
* Politics
* Drugs
* Racist posts
* Image and voice manipulation

The policy will cover only myself and third-party software vendors that are involved with ECOVIB2D and maybe in the future, Influencers.

Account access will be controlled by me, Adrian Tudini.

2 - Identify Risks

The risks to ECOVIB2D can be subjected by the following but not limited to the following:

* Reputational damage
* Legal liabilities
* Private/Confidential leaks
* Compliance violations

If in the future ECOVIB2D runs contests and give prizes away, rules will be developed for these contests. All discounts will be handled by me in the written software and refunds will be handled by contacting ECOVIB2D on ecovib2d@live.com and will be refunded via PayPal.

3 – Basics

The rules that people should follow on their personal social media accounts are as follows. Since I am a sole trader, these rules will be applied to and enforced by myself.

* Time on personal social media accounts will be 1 hour (max.)
* People on personal social media accounts will follow the guidelines on posting in section 1

The kind of content that will be shared will again follow the guidelines in section 1.

People of all races can share their content on ECOVIB2Ds social media account whilst following the guidelines in section 1.

The CEO of ECOVIB2D will have only access to its social media account.

ECOVIB2D will allow comments if the guidelines in section 1 are followed. Negative comments will help ECOVIB2D to grow and learn from. In addition, these comments will be limited in nature by ECOVIB2D. That is, ECOVIB2D will not unnecessarily attract negative comments.

In the comment section, people should base their comments on the guidelines in section 1.

If comments are not based on the guidelines in section 1, ECOVIB2D or the social media platform moderator will remove them.

4 - Define Who Is Responsible

Every month, the CEO of ECOVIB2D will look (scroll) at the following social media platforms:

* Facebook
* Instagram

The person who will respond on social media will be the CEO of ECOVIB2D. The social media posts will be approved beforehand by the CEO of ECOVIB2D. Only the CEO will post to the abovementioned social media platforms. The CEO uses a software program called Later to limit the posts on ECOVIB2Ds social media platforms.

There will be no paid promotions for and by ECOVIB2D and no advertising on <https://ecovib2d.com.au/index.php>.

ECOVIB2Ds CEO will be in charge of strategy and planning.

 Logins will be monitored by the CEO.

If a breach of the guidelines in section 1 occurs, the CEO will request a report from the social media platforms.

There will be no formal training in ECOVIB2D on social media but the CEO will learn from his online contacts.

ECOVIB2Ds CEO and ECOVIB2D are 24/7.

5 - Address Legal Considerations and Regulations

ECOVIB2D will operate under the Privacy Act and Spam Acts of Australia. Also, any other online privacy acts and legislation of Australia.

Intellectual property rights will be sold which includes software but not the data.

Since ECOVIB2D will not accept advertising on its website, there is no need for advertising regulations.

Social media users can find more information in ECOVIB2Ds privacy policy, social media policy (this document), cookie policy and cookie declaration.

Privacy and security problems will be addressed by the CEO of ECOVIB2D.

6 - Voice And Style

The style for each individual accounts will have the logo associated with the posts and be fun.

The limits for personal accounts will be based on the guidelines in section 1 and be limited in viewing for 1 hour.

The types of updates to share will be anything but the guidelines in section 1. The types that company accounts should avoid are defined by posts of the nature in section 1

The goal of the official accounts is used to promote ECOVIB2D in a good light.

ECOVIB2D can be contacted on its personal account at ecovib2d@live.com

Customer service on social media is in the planning.

7 - Crisis Response

In case of a security issue, ECOVIB2D will work with the relevant authorities.

ECOVIB2D will work with the relevant authorities if industry specific regulations are violated. If ECOVIB2D is out of compliance, again will work with the relevant people to get back into compliance.

ECOVIB2D will work with the relevant authorities if there is a disaster outside of social media.

8 - Implementation Plans

ECOVIB2D will share news of the social media policy on its website and will reside on its (ECOVIB2D) server. For the target audience, they can access the policy on ECOVIB2Ds website.

9 - Resources And Assets

ECOVIB2D has no assets to be made available to others.

ECOVIB2D has no employees.

10 - Social Media Policy Maintenance

Ecovib2ds CEO will update the social media policy twice a year.

The social media policy will reside on the Crazy Domains server for all to access.

11 - Utilizing Your Social Media Policy

ECOVIB2D has no employees to receive social media training.

The CEO of ECOVIB2D will perform social media audits every month.

ECOVIB2D is self-regulated.