



Policy: Social Media Policy
Policy Number:
Effective: 9/2019
Department: Human Resources

SOCIAL MEDIA POLICY

PURPOSE

Barona Resort & Casino understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and fellow staff members around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

POLICY

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes: all means of communicating or posting information or content of any sort on the Internet, including, but not limited to; your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Barona Resort & Casino, as well as any other form of electronic communication.

The same principles and guidelines found in the Barona Staff Handbook apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow staff members or otherwise adversely affects staff members, guests/players, vendors, Tribal Members or Barona Resort & Casino's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, the Barona Resort & Casino Staff Handbook, Barona's Conduct and Work Standards, the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow staff members, guests/players, Tribal Members, or vendors. Also, keep in mind that you are more likely to resolve work-related complaints by

speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage guests/players, staff members, Tribal Members or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Barona Resort & Casino policies.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Barona Resort & Casino, staff members, Tribal Members, guests/players, vendors or competitors.

Post Only Appropriate and Respectful Content

- Maintain the confidentiality of Barona Resort & Casino private or confidential information. Do not post trade secrets, internal reports, policies, procedures or other internal business-related confidential communications.
- Protect the privacy of Barona Resort & Casino and its staff members and guests/players, which prohibits them from disclosing personal staff member and non-staff member information and any other proprietary and nonpublic information to which staff members have access.
- Do not make public, scandalous and/or detrimental statements about Barona Resort & Casino or the Barona Band of Mission Indians, its staff, practices, or policies. Tribal political statements are also prohibited.
- Express only your personal opinions. Never represent yourself as a spokesperson for Barona Resort & Casino. If Barona Resort & Casino is a subject of the content you are creating, be clear and open about the fact that you are a staff member and make it clear that your views do not represent those of Barona Resort & Casino fellow staff members, Tribal Members, guests/players or vendors. If you do publish a blog or post online related to the work you do or subjects associated with Barona Resort & Casino, make it clear that you are not speaking on behalf of Barona Resort & Casino. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Barona Resort & Casino."

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your director or above or is consistent with Barona Resort & Casino policies. Do not use Barona Resort & Casino email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

Barona Resort & Casino prohibits taking negative action against any staff member for reporting a possible deviation from this policy or for cooperating in an investigation. Any staff member

who retaliates against another staff member for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Any staff members contacted by the media or press about a post that relates to Barona Resort & Casino, should refer all such inquiries to Kelly Speer at 619-933-5013 or kspeer@vcat.com.

If you have questions or need further guidance, please contact the Human Resources Department.