

## Website Policy

1. This policy clarifies the YAEP website governance structure, as well as its intended use.
2. The YAEP website, which includes <https://www.yaep.ca> and <https://sites.google.com/view/yaep-pd/> (the “Website” or “YAEP Website”), is provided for the use and benefit of YAEP members, employees, staff and officers.
3. The YAEP Website is intended to be used primarily for effective communication and sharing of information, including news, events, forms, user guides, tools and other resources relevant to the day-to-day work of YAEP members, employees, staff and officers. The YAEP Website is also used to carry out the business of the YAEP.
4. The Office Manager is the primary editor and contributor of the content of the Website, and YAEP retains sole authority and ownership with respect to the Website and its contents. Revisions to Website content, creation of new pages, addition or removal of content editors and contributors, or any other content-related changes must be authorized by the YAEP President.
5. From time to time, YAEP members, employees, staff or officers, may request and be authorized to contribute or design or create content on the YAEP Website, and in such circumstance, they agree that all content published and made available on the Website is the property of YAEP. This includes, but is not limited to images, text, logos, documents, downloadable files and anything that contributes to the composition of the YAEP Website.
6. YAEP members, employees, staff or officers interested in contributing content to the YAEP Website can contact the YAEP President and the Public Relations Chair. YAEP members, employees, staff or officers interested in creating a secondary website for YAEP and/or for use by YAEP members, employees, staff or officers, must be authorized to do so and must first consult with Executive Committee to present a business case and needs assessment. The business case must outline why a secondary site is needed how it will integrate with the YAEP Website, and how the site will be resourced, maintained and managed. In any event, in order for a secondary site to be authorized, all necessary steps must be taken so that YAEP has ownership of the secondary site, including content, custom code and intellectual property, unfettered administrative rights and control of the username/email that has the authority over access to the secondary website. Passwords of any YAEP account editing must be shared and also held by the Office Manager.
7. Non-compliance with this Website Policy may result in deletion of accounts, corrective action, termination of employment, removal from office or elected position, and/or discipline up to and including expulsion from the YAEP.
8. Nothing in this Website Policy should be interpreted in a manner that is inconsistent with the YAEP’s legal obligations, including its obligations under collective agreements and the terms of employment applicable to non-unionized staff.

Related policy: YAEP Privacy Policy