

Sample Social Media Policy

[May 22, 2013] rev.

Your use of social networking reflects on both you personally and the Company. The Company does not intend to restrict your ability to have an online presence nor does it mandate what you can and cannot say online. It, however, expects you to be responsible and accountable for what you post, just as if you said your posts out loud in public or published them in a newspaper. We provide these guidelines for appropriate online conduct.

Policy Guidelines:

- Never post any confidential, sensitive, personal or proprietary information about the Company, its employees, or any of the Company's customers or potential customers.
- The Company's employees that publish personal blogs must make clear to readers of their blogs that the views expressed on those blogs are personal and are in no way the view of the Company.
- No employee may create an "official" Company blog, social media page, website, or any other social or online media presence without prior written authorization from either the Director of Marketing or the Executive Director.
- Obey the law, including those laws governing defamation, discrimination, harassment, and copyright.

Violation of these policy guidelines may be grounds for immediate termination. Please address any concerns or questions concerning these policy guidelines or any violation of them to the Director of Human Resources or the Executive Director.

Remember that posts on the Internet are immediate, permanent, and never truly private!