Social media policy

The use of social media has increased greatly in recent years. Accordingly, it is necessary for the Company to communicate the following guidelines regarding employee use of social media both during and outside work hours. For purposes of this policy, “social media” includes blogs, personal websites, wikis, social networks (*e.g.,* Facebook, Twitter, LinkedIn, YouTube, etc.), and virtual worlds.

Personal use of social media during work hours is prohibited. Please also be mindful of your use of social media outside work hours. While the Company has no intention of unreasonably controlling your activities or communications outside work hours, the Company has the right to manage its public image and protect its confidential information. Therefore, the Company expects you to comply with the following guidelines:

• Employees are not permitted to speak on behalf of or represent the Company in social media without permission.

• Employees are prohibited from sharing confidential or proprietary information, including client information, personnel information and confidential information received from other third parties.

• Employees should not make comments about others that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the Company’s workplace policies against discrimination or harassment.

If you have questions or concerns regarding your use of social media, please discuss them with \_\_\_\_\_\_\_\_.

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THIS POLICY IS OPTIONAL