ABC Company recognizes blogs, networking sites, and other social media (collectively referred to as “social media”, defined below) as possible tools to support the Company’s operational goals. This policy applies to employees when they participate in social media as part of their job duties. It also applies to staff employees’ participation in social media at any time that they give the appearance of speaking on behalf of the Company or its affiliates; identify themselves as Company employees or as affiliated with the Company; or discuss the Company or its affiliates. Employees are responsible for the content they publish on social media and should use good judgment. Employees should be mindful that the things they say or do on social media are publically available and searchable and may be forever accessible, which can be then associated to ABC Company. Comments, expressions, and other postings on social media must be honest and respectful of others; respect confidential, personal, and proprietary information; and comply with applicable local, state, and federal laws and ABC Company policies.

**Social media definition:** Online, electronic, or Internet media, tools, communities, and spaces for social interaction, sharing user generated content, or public or semi-public communication. Social media typically uses web-based technologies to turn communication into interactive dialogues. Social media can take many different forms, including internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures and video, email, text, instant messaging, music- sharing, and chat, to name just a few. Examples of social media include but are not limited to the following: Linkedin, Facebook, Instagram, Wikipedia, YouTube, Twitter, Pinterest, and blogs.

Being on social media on your cell phone or computer while on company time, including but not limited to Facebook Messenger, Twitter, Instagram, or Pinterest, is also akin to being on a personal call while at work. Please do your best to focus during your work hours and check these applications during personal time like lunch breaks or at the end of the day.

Violation(s) of the social media policy will be subjective to progressive discipline, up to and including termination.

