

The (Org Name) Social Networking Policy

Effective (Date)

The company recognizes that employees may use social networking websites or similar media including, but not limited to, blogs (hereinafter referred to as “personal websites”) during non-working hours. Because of the legal and other ramifications that may stem from publically posting material, we have adopted the following policy regarding public internet communications both during working and non-working time. This policy applies to all internet communications that may be accessed by the public.

Policy

The use of company internet to access personal websites is prohibited. Exceptions may be made when the company sponsors a website for business reasons or otherwise approves a legitimate business use. During non-working time, the following requirements must be met:

- Employees who use personal websites are expected to refrain from presenting themselves as representatives of the company or from portraying the company in a negative manner.
- Employees are expected to show a duty of loyalty to the company.
- Employees are expected to use good judgment and discretion when using personal websites.
- Employees are expected to respect the privacy of other employees and refrain from posting photos, opinions, or other information which may portray other employees, the company, or others in business relationships with the company in a negative manner.
- Personal websites which indicate the individual’s place of employment should include written disclaimers that the opinions provided do not represent the views of the company.
- The publication of confidential information is prohibited. If employees are uncertain whether information is confidential, they should consult their supervisor or other responsible person.
- Employees are reminded that information posted on personal websites can be viewed by members of the public, by others in the company, by customers or clients of the company, or by competitors of the company. Employees are expected to be respectful and avoid disparaging remarks or images about any of these individuals or companies.
- Employees are expected to comply with copyright laws and avoid plagiarism. Company logos and trademarks may not be used without prior written consent. Employees may not violate the intellectual property or privacy of others.
- Employees are reminded that they are personally responsible for the material they post on a blog or website. In addition, employees should be aware that they could be held responsible for content posted by third parties, such as comments. Employees are encouraged to monitor and/or restrict such third-party content on any website or blog they maintain.
- These restrictions apply not only to employees’ personal websites, but to postings on other websites, including the personal websites of non-employees.

This policy applies to temporary and full time staff of The (Org Name) and all of its affiliated companies. (Policy continues on the next page) _____

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Failure to follow this policy may result in disciplinary action, including possible termination. All blogs and other public internet communications are subject to the other policies contained in this handbook or application packet, including, but not limited to the internet and computer use policies, equal employment opportunity policies (including protected rights under "whistle blower provisions" of applicable federal and state law) and the policies against sexual or other harassment. If any comments made by employees are unfounded, unsubstantiated and false as to facts, legal civil action may be initiated against the employee(s) for slander and defamation of character among other legal remedies available to the company at the time, or thereafter, of the offense.
