**Use of Social Media**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site. However, to protect the Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

* Employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Company equipment or property.
* All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.
* Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else’s, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company’s actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Company’s position. This is necessary to preserve the Company’s good will in the marketplace.
* Employees should be respectful of their potential readers and colleagues and refrain from using discriminatory comments, personal insults, libel or slander when commenting about the Company, their superiors, co-workers or the Company’s competitors.
* Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, harassing, obscene, defamatory, libelous or threatening is forbidden. Company policies apply equally to employee blogging. Employees should review their employee manual for further guidance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, social networking, Twitter or similar site can be relayed and often misunderstood by readers. While an employee’s free time is generally not subject to any restrictions by the Company, with the exception of the limited restrictions above, the Company urges all employees to refrain from posting information regarding the Company or their jobs that could embarrass or upset co-workers or that could detrimentally affect the Company’s business. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. When in doubt, don’t post. Failure to follow these guidelines may result in discipline, up to and including termination.