

Break the Silence (1191438)

Social Media Policy

This social media policy is a document put in place showing best practices, guidelines, and procedures for employees and volunteers who post content over the Internet, either professionally as a part of their job or personally as an individual. Having this policy in place is to reduce risks for both employer and employee/volunteer.

- This social media policies scope of application includes all social networking sites, multimedia, wikis, and blogs that are used both professionally and personally.
- Comments published by employees on social media regarding any area of the business must be acknowledged as made by the employee along with a disclaimer. A disclaimer is a note saying that the views or opinions made the employee are his alone and do not necessarily reflect the views and opinions of Break the Silence;
- Relating to any confidential or proprietary information, there should not be disclosure of any such information in any Internet post, blog, or comment to any other third party;
- Posts, blogs, or comments should not involve any company logos or trademarks without any permission from the company;
- Any copyright, privacy, fair use, financial disclosure, or other applicable policies must not be posted or included in any post, blog, or comment in reverence or respect of such laws or policies;
- Posting in company or corporate blogs, i.e., Facebook, Instagram or Twitter accounts, requires approval if any employee wishes to be posting about or on behalf the company;
- Employees should not claim or in any way imply to be speaking or representing on behalf of the company without expressed permission;
- All rights are reserved by the company in regards to requesting subject avoidance, post withdrawal, and removal of any improper comments.

Policy Name : Social Media Policy

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