

# **SOCIAL MEDIA POLICY**

## **Purpose**

The purpose of the MloD's social media policy is to allow the company to take advantage of social media's business benefits and promote its products and services, contributing to the relevant online dialogues, and better engaging with customers and prospects, but at the same time protecting the company from the risks of social media.

This social media policy covers two main areas:

- employees' use of social media at work
- social media that affects the company

## **General Policy Guidelines**

- Employees are reminded at all times of the MloD's Code of Conduct and that they should not bring themselves or the MloD into disrepute in any way.
- MloD employees should keep in mind that they are personally responsible for what they post online and be mindful that what they say will be available publicly for a long time.
- Social media use is subject to the same workplace policies which employees must follow in other situations, including but not limited to MloD's policies regarding harassment, discrimination, defamation, confidentiality, non-competition and general Internet use.

## **Social Media Use at Work**

- MloD employees are expected to use the Internet responsibly and productively, and that personal Internet browsing, including social media use, is not permitted except during breaks.
- The MloD reserves the right to monitor how employees use company-owned property, including computers and networking equipment, and employees should be mindful that any and all web browsing they do on the company's premises may be monitored.

## **Personal Social Media Posts**

- Employees are not allowed to use their personal social networks to post or display comments about co-workers, supervisors or the MloD that are vulgar, obscene, threatening, harassing, or a violation of the MloD's policies on discrimination or harassment.
- Employees may not use social networks to disclose any confidential or proprietary information about the MloD or its employees, customers or business partners.
- When appropriate, employees should disclose their relationship with the MloD in their online posts but refrain from speaking on behalf of the MloD without prior permission.

