The Common Sense
SOCIAL MEDIA POLICY

1. Be kind.

2. You are a person first, an employee second.

3. SPEND MOST OF YOUR TIME LISTENING AND LIKING, NOT POSTING.

4. Expectations for professional conduct are the same online as offline.

5. **Do not embarrass or disparage the company.**

6. *Do not share private or confidential information.*

7. Understand your privacy settings but know that any post can accidentally become public.

8. Pay attention to and support your colleagues' posts.

9. **Be mindful of the reputation you are creating.**

10. **Be yourself.**

Sociallogical
Strategic Connectivity
A share thing.™