Social Networking Code of Conduct Policy



1. **Scope**

This Code of Conduct applies to employees, contractors, consultants, temporary employees and other workers at ABC Company (ABC), including all personnel affiliated with third parties. It also applies to all computer equipment and technology that is owned or leased by ABC.

2. **Work Hours**

While in the workplace during work hours, employees are expected to be working, not handling personal matters. Employees must keep their personal interests and activities, including, but not limited to, accessing the internet for personal reasons, outside of the workplace.

3. **Computers Are ABC property**

Employees are reminded that the computer equipment and communication systems provided to you, including but not limited to, computers, networks, servers, and internet access, including all messages composed, sent or received on the ABC email system and attachments to those messages, **are the sole property of ABC** and not your own.

4. **Allowable Uses**

The computer and information systems and technologies set out in Section 1 may be used for work-related purposes only. Prohibited uses include, but are not limited to:

1. Downloading, copying, printing or distributing any material that is not related to the employee's job;
2. Visiting websites for reasons unrelated to the employee's job;
3. Downloading, copying, printing or distributing any material that is protected by copyright, trade secret, patent, intellectual property or other laws or regulations, including, but not limited to, installing or distributing "pirated" or other software products that are not appropriately licensed for use by ABC;
4. Downloading, printing, copying or distributing pornography, hate material or any

material deemed offensive by ABC in violation of ABC's code of conduct, and discrimination and harassment policies or in violation of applicable laws;
5. Posting or distributing any information about, or lists of, ABC's employees, trade secrets or any other sensitive or confidential information related to ABC to parties outside of ABC;
6. Introducing malicious programs into ABC's network or servers, including, but not limited to, viruses, worms, Trojan horses, and email bombs;
7. Employee publications, including, but not limited to, postings on blogs and social networking websites that negatively impact ABC's reputation or good will. Any such materials that are insulting, demeaning, or offensive to ABC, its physicians, employees, patients, or its affiliates, or that are deemed objectionable by ABC in that their content might damage ABC's reputation violate this policy;
8. Employee publications, including, but not limited to, postings on blogs and social networking websites, that include any information which ABC deems a trade secret or other sensitive or confidential information related to ABC; and
9. Any other posting or page on a blog or social networking website whose content fails in any way to comply with all ABC policies, including, without limitation, the Code of Conduct and any policies related to discrimination and harassment in the workplace.

5. **No Privacy**

Although laptops and other equipment may be assigned individual accounts and protected by passwords and other security measures, employees are reminded that they have **NO right to expect privacy** in the data stored on, received in or transmitted from ABC computers, internet accounts, emails, etc.

6. **Monitoring**

ABC reserves the right, at its sole discretion and at any time, to monitor and access all employee computer files and emails for purposes of security and network maintenance and to ensure compliance with this Code of Conduct. ABC also reserves the right to store emails that pass into or out of its systems and may review emails and disclose their content to third parties with or without notice to employees.

7. **Code of Conduct Is Part of Employee's Contract**

Employees recognize that their obligation to follow the rules set out in this Code of Conduct is an implied term of their employment contract and that failure to do so is a violation of their employment-related duties warranting the imposition of disciplinary penalties up to and including termination for just cause.

8. **Acknowledgement**

I hereby acknowledge that I have received, read and understood this Code of Conduct and promise not only to follow it in all key respects but also help to enforce it by reporting to my supervisor or the ABC Human Resources Department any or potential violations committed by other persons that I become aware of.

Name: _____

Date: _____