**Social Media Policy**

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include bios, wikis, microblog’s, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURES

The following principles apply to professional use of social media on behalf of XXXXXXs and/or its affiliates as well as personal use of social media when referencing XXXXXX.

* Employees need to know and adhere to the XXXXX Code of Conduct, Employee Handbook, and XXXXXX Policy and Procedures when using social media in reference to XXXXXX and its affiliates.
* Employees should be aware of the effect their actions may have on their images, as well as XXXXXX image. The information that employees post or publish may be public information for a long time.
* Employees should be aware that XXXXXX may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to XXXXXX , its employees, or patients.
* Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
* Employees are not to publish, post or release any information that is considered confidential or nonpublic. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
* Social media networks, bios and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to Human Resources Department and/or supervisor.
* If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
* Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
* Social media use shouldn't interfere with employee's responsibilities at XXXXXX . XXXX computer systems are to be used for business purposes only. When using XXXX computer systems, use of social media for business purposes is allowed (ex. Facebook, Twitter, linked), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
* Subject to XXX law, after-hours online activity that violates XXXX code of conduct or any other company policy may subject an employee to disciplinary action or termination.