Inject Number: 29

From: Team X

To: Director – Information Security

Subject: Social Networking Policy

Director,

The following is our Social Networking policy that you’ve requested that you have requested.

Regards,

-Team X

**Social Networking Policy**

# Social Media

1. In accordance to our acceptable use policy, use of CCDC’s systems to engage in social networking is NOT acceptable.
2. As such, Employees are prohibited from revealing any CCDC confidential or proprietary information, trade secrets or any other material.
3. Employees shall not engage in any social networking that may harm or tarnish the image, reputation and/or goodwill of CCDC and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any poor conduct.
4. Employees may also not attribute personal statements, opinions or beliefs to CCDC. If an employee is expressing his or her beliefs and/or opinions online, the employee may not, expressly or implicitly, represent themselves as an employee or representative of CCDC. Employees assume all risk associated with social networking which violates company policy.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, CCDC’s trademarks, logos and any other CCDC intellectual property may also not be used in connection with any social networking activity

# Acceptable use

1. Acceptable use of Social Networking shall be strictly designated to Marketing only.