

# **Northbridge Systems Social Media Policy**

## **1. Purpose**

This Social Media Policy provides guidelines for how Northbridge Systems employees may reference the company on public social networks.

## **2. Personal vs Professional Use**

- Employees are free to maintain personal accounts in their own name.
- When mentioning Northbridge, they should "use good judgment" and avoid sharing anything that might be considered confidential.

## **3. Confidential Information**

Employees should not disclose trade secrets or customer information on social media. When in doubt, they should ask their manager.

## **4. Tone and Conduct**

Employees are encouraged to be respectful when interacting with others online. Harassment, hate speech, or illegal activity is not allowed.

## **5. Official Accounts**

Marketing manages the company's official social media handles. Employees should not create new corporate accounts without approval.

## **6. Monitoring and Enforcement**

Northbridge may review public posts that reference the company name and ask employees to remove inappropriate content.

## **7. Compliance References**

Social media use should respect privacy and security laws.

## **8. Training and Awareness**

New hires are required to read this policy during onboarding.