

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.