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| Pirate Labs | C:\Users\April\Desktop\CCDC\Pirate.bmp |
| 1313 Mockingbird Lane |

4/1/2016

April Lawson

Pirate Labs

1313 Mockingbird Lane

Milwaukee, WI 12345

Pirate Labs Social Media Policy Letter

Employees of Company Name are not authorized to access social media websites. These websites include, but are not limited to, Facebook, Myspace, Instagram, Twitter, as well as personal email websites. Company Name computers are for company use only. All personal use of company computers is expressly prohibited. Requests for exemption from this policy will be granted by the IT Department Chief on a case-by-case basis. Services Affected.

Violation of this policy will result in disciplinary action ranging from a mild slap on the wrist for the first offense, to being forced to walk the plank or watch Justin Bieber videos nonstop for an entire work shift, and for further offenses, termination.

April Lawson

CEO/COO

Pirate Labs

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Employee signature Date

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Supervisor Signature Date