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| Pirate Labs |  |
| 1313 Mockingbird Lane |

4/1/2016

April Lawson

**Pirate Labs**

1313 Mockingbird Lane

Milwaukee, WI 12345

Pirate Labs Social Media Policy Letter

Employees of **Pirate Labs** 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. **Pirate Labs** 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.

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

IT Team Lead

**Pirate Labs**

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Employee signature Date

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Supervisor Signature Date