

Partners In Learning Internet Social Networking and Blogging Policy for Employees

In general, our company views social networking sites (e.g., Facebook, MySpace, etc.), personal Web sites, and Weblogs positively and respects the right of employees to use them as a medium of self-expression. If an employee chooses to identify himself or herself as an employee of Partners In Learning of Salisbury, Inc. on such Internet venues, some readers of such Web sites or blogs may view the employee as a representative or spokesperson of the company. In light of this possibility, our company requires, as a condition of employment, that employees observe the following guidelines when referring to the company, its programs or activities, its clients (parents or students), and/or other employees, in a blog or on a Web site.

1. Use of Social Networking sites is prohibited while working and should not interfere with work activities
2. Employees must be respectful in all communications and blogs related to or referencing the company, its clients (parents or students), and/or other employees.
3. Employees must not use obscenities, profanity, or vulgar language.
4. Employees must not use blogs or personal Web sites to disparage the company, clients (parents or students), or other employees of the company.
5. Employees must not use blogs or personal Web sites to harass, bully, or intimidate other employees or clients (parents or students). Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another employee or client (parents or students).
6. Employees must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by company policies, including, but not limited to, the use of alcohol and drugs while working, sexual harassment, and bullying.
7. Employees must never use the name of a child when posting a photo to PIL social media. Photos of children should never be posted directly to your personal page.
8. Only children whose parents have given written permission may have their photo's posted.
9. Social networking activities outside of work may be viewed by Company management, and may be taken into account in assessing the employee's performance, loyalty, etc.
10. Publication of information on social networking sites must comply with all company policies regarding ethics, privacy, and the protection of confidential and proprietary information.
11. Employees should be transparent—don't hide behind phony identities.
12. Employees must be respectful of Company, Coworkers, Competitors, and Colleagues, as their online activities, whether during or outside of work, reflect upon the company.
13. Our company does host a social networking site. The use of our copyrighted company name or logo is not allowed without written permission.

Any employee found to be in violation of any portion of this Social Networking and Blogging Policy will be subject to immediate disciplinary action, up to and including termination of employment. Any former employee found to be in violation of any portion of this Social Networking & Blogging Policy will be subject to action taken against them for the removal of the violating occurrence up to and including legal action.

Employee Signature

Date