Social Media Policy Acknowledgement

Please read this summary of the Social Media Policy and sign to confirm you have read and will follow the full policy.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

COMPANY

POLICY VERSION DATE

Key points of the Social Media Policy

- Only authorised people speak for the company on social media.
- Do not share confidential information, customer details or unreleased products.
- When discussing the company's industry, make clear views are your own.
- Do not harass or post discriminatory content about colleagues or customers.
- Follow ASCI guidelines if you promote company products and disclose that you work here.

Acknowledgement

- [ ] I have received and read the Social Media Policy and had the chance to ask questions about it.
- [ ] I understand that breaching the policy may lead to disciplinary action, up to termination of employment.

The company may update the policy; the latest version on the intranet applies.

Employee

SIGNATURE

PRINTED NAME

DATE