

## Social Media Policy

We encourage our employees to engage with and share content on social media to help promote our work and build our online presence. However, to ensure the confidentiality of our clients and projects, we ask that the following guidelines be followed:

1. **Company Social Media:** You are free to share posts directly from the company's official social media accounts without additional approval.
2. **Client Mentions:** Any posts that mention or involve our clients, unless shared directly from the company's official social media, must be reviewed and approved by the project director. This is particularly important for projects or partnerships that involve strict confidentiality.
3. **Personal Opinions:** When posting from personal accounts, please ensure that your opinions are your own and do not represent the company's views. If discussing work-related topics, it's a good idea to use a disclaimer such as "Views expressed are my own."
4. **Professionalism:** Maintain professionalism and respect in all online communications, especially when discussing topics related to our industry, clients, or work.
5. **Confidentiality & Proprietary Information:** Never share sensitive company information, such as internal financial data, client contracts, or future business plans, on social media. Protecting this information is critical to our business success.
6. **Questions & Clarifications:** If you are unsure whether a post requires approval or have any questions about the policy, please reach out to Michele Midori for guidance.
7. **Monitoring & Consequences:** The company reserves the right to monitor employee social media activity for compliance with this policy. Non-compliance may result in disciplinary action.

By adhering to this policy, we can maintain strong relationships with our clients while allowing our employees to participate in promoting the great work we do.

If you are unsure whether a post requires approval, have any questions about the policy, or are interested in building out your social media presence, please reach out to Michele Midori for guidance and support.