

SOCIAL MEDIA POLICY - BUSINESS PAGES AND CLOSED GROUPS

As a business, CnD utilizes several forms of social media in which our employees have the ability to access and participate. Some of these may include private and open groups or pages on Facebook, Twitter, and also our company website. All employees have a responsibility to act professionally and in a business-like manner when using these resources. When posting or commenting on any form of social media, it is important to remember we are representing our business and building an image for our customers to see while ensuring we maintain positive employee relationships. CnD prohibits taking negative action against any associate at any time while utilizing these online resources. Such actions will be subject to disciplinary action, up to and including termination.

Employees are reminded to use good judgement when texting, using Facebook, blogging, or tweeting about our customers, any of our businesses, co-workers, managers and supervisors on their personal accounts.