

Social Media Policy For Employees Of The A List at Ashby Staffing

THE A LIST AT ASHBY STAFFING acknowledges the growing popularity of Weblogs or "blogs," personal Web sites, and other public Internet communications as a means for sharing experiences, ideas, and opinions with the public. However, because of the legal and other ramifications that may stem from publicly posting material, we have adopted the following policy regarding public Internet communications both during working and non-working time.

Public Internet communications. This policy applies to all Internet communications that may be accessed by the public, including but not limited to blogs, personal Web sites, and discussion forums.

Blogging not permitted on company time. All blogging and other Internet activity during work hours and/or using company equipment or connections is subject to the company Internet and computer use policies. Unless specifically authorized by a company official, blogging and other public Internet communications are not permitted during an employee's working time. During non-working time, the following requirements must be met:

Disclaimer required. Any reference to THE A LIST AT ASHBY STAFFING, THE A LIST AT ASHBY STAFFING employees or customers publicly posted on the Internet **must** contain a disclaimer indicating that the thoughts and opinions expressed belong to the author and do not necessarily reflect those of the company.

Posting of certain protected information prohibited. Employees may not disclose trade secrets, confidential business information (e.g., business plans, strategies, customer information, etc.) or other proprietary information belonging to THE A LIST AT ASHBY STAFFING or its customers to individuals outside the company, including through blogs and other Internet postings. In addition, employees must not disclose certain company financial information in violation of securities laws or regulations.

Employees wishing to post blogs or other public Internet communications should be aware that copyright and trademark law may restrict the use and copying of material belonging to THE A LIST AT ASHBY STAFFING and others. Employees may not violate the intellectual property or privacy rights of others.

Other prohibited activities. THE A LIST AT ASHBY STAFFING's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet, including blogging. If conduct is in violation of our policies and/or is seen as compromising the interest of the company, the company may request that you cease the violative commentary or remove the offensive posting, and may take appropriate disciplinary action.

Other guidelines. Employees are reminded that they are personally responsible for material they post on a blog or Web site. In addition, employees wishing to maintain blogs or Web sites should be aware that they could be held responsible for content posted by third parties, such as comments. Employees are encouraged to monitor and/or restrict such third-party content on any Web sites or blogs they maintain.

Violations of policy. Failure to follow this policy may result in disciplinary action, including possible termination. All blogs and other public Internet communications are subject to the other policies contained in this handbook, including but not limited to the Internet and Computer use policies, equal employment opportunity policy and the policies against sexual or other harassment.

Signature _____ Date _____