



This Rules/Policy document is provided to you and your organization as a starting point or maturity checkpoint for existing rules/policies. It is brought to you on behalf of Jim McConnell, Principal Owner, and Ask McConnell, LLC – A Converged Security Services Provider. The content is not meant to cover every circumstance, industry, law, regulation, contractual requirement, threat, environment, or risk, but it provides an easy, defensible, highly accountable starting point for any organization. Please consult with your legal counsel and insurance provider about added requirements. If you know of peers that you think would find value in these resources, please have them contact us. These will be updated on our website regularly. We are not legally protecting these documents; we just ask for credit, shout-outs, and referrals if you find them helpful. If you have recommended updates, we are all ears. And if you need Converged Security Consulting and Training, please reach out, we would be honored to serve you and your organization.

Jim McConnell

info@askmcconnell.com

Ask McConnell, LLC

<https://askmcconnell.com>

Social Media Usage

Updated: 24 March 2025

Protecting human lives is the highest requirement of our entire organization, whether they are employees, customers, volunteers, visitors, or part of our supply chain while under some nexus to our organization. Social Media has changed the way we live, work, do business while at the same time, is used for nefarious purposes by employees, customers, and unrelated parties.

Definition:

Social Media: “Are interactive technologies that facilitate the creation, sharing and aggregation of content (such as ideas, interests, and other forms of expression) amongst virtual communities and networks.” – Wikipedia. Thus is not a specific platform like Facebook, LinkedIn, Instagram, etc. It's incorporate, almost countless platforms.

Rules

- I will report social media related security concerns, vulnerabilities, and threats to my supervisor or the organization's Ethics Hotline as soon as discovered.
- I will not post to my personal social media using organization resources
- I will not download any data, pictures, documents, or programs, from personal social media accounts using organization resources.
- I will not post to the organization's social media accounts, or tag the company or its personnel without specific authorization from the leader over external communications
- I will not reply to positive or negative social media posts about the organization, as an employee, without specific authorization from the leader over external communications
- I will not rely on the information on social media for organizational decisions or use for organization content without independent verification, validation and approval Legal and Corporate Communications leaders
- I will not use organization resources for personal “surfing” (Video, Audio, Music, browsing, etc.) the internet and social media in a way or volume/time that impacts my job performance responsibilities or negatively impacts the organization's resources (e.g. network)
- If my organization has a separate “guest” network, if I am authorized, I will only use this network for approved personal internet access.
- I will not post any organization public or non-public information on social media or other internet based platforms without authorization. I can re-post share, unedited public posts by the organization's external communications leader/team.

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Signature Note: I am a huge fan of wet signatures on these types of documents for accountability and investigation reasons. So you can add the parts below to each rule/policy document or have a collective wet signature and references in the Security Agreement document, located on the same webpage you got this rule / policy from. Organizational preference.

Print Full Legal Name

(Blue Ink) full Legal Name Signature
Style of signature must closely match Driver's License

Date
