



AuslanServices
a leading provider of Auslan interpreters

Auslan Services

PO Box 415,

Eltham, Victoria;

Australia 3095

t (03) 9438 1782

f (03) 9438 1983

e admin@auslanservices.com

w www.auslanservices.com

Social Media and Network policy

Auslan Services understand the revolution of the social media. While the technology is an amazing communication tool, it is also a medium whereby improper conduct can be damaging. Accordingly, Auslan Services have developed this checklist to assist you with managing your affairs in the most professional and sensitive way.

1. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the company. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the company.
2. Information published on your blog(s) should comply with the company's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
3. Be respectful to the company, other employees, customers, partners, and competitors.
4. Social media activities should not interfere with work commitments.
5. Your online presence reflects the company. Be aware that your actions captured via images, posts, or comments can reflect that of our company.

6. Do not reference or site company clients, partners, or customers without their express consent. In all cases, do not publish any information regarding a client during the engagement.

7. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.

Company logos and trademarks may not be used without written consent.