



**Guthrie Mainstream Services LLC**

**Social Media Policy**

**Effective April 15, 2010**

This Quality Assurance Manual insert has been prepared for your information and understanding of the new Social Media Policy. Please read it carefully. Upon completion of your review of this policy, please sign the statement below and return it to your supervisor by May 1, 2010. Please make a copy of this acknowledgment for your records.

I, \_\_\_\_\_, have received and read a copy of the Social Media Policy which outlines the usage of social media communication tools (i.e. LinkedIn, Twitter, Facebook, YouTube, MySpace etc.) and my responsibilities as an employee.

I have familiarized myself with the contents of this policy. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Social Media Policy provided to me by Guthrie Mainstream Services. I understand this policy is not intended to cover every situation which may arise during my employment, but is a general policy regarding the usage of the various means of communication through social media as allowed while in the employ of Guthrie Mainstream Services.

I understand that the Quality Assurance Manual as amended is not a contract of employment and should not be deemed as such.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date Signed)

Please return by: May 1, 2010

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