#### PERSONAL WEBSITES AND BLOGS

Personal websites and blogs have become prevalent methods of self – expression in our culture. Ingleside Animal hospital respects the rights of employees to use these media during their personal time. If an employee chooses to identify himself or herself as an Ingleside Animal Hospital employee on a Web site or blog, he or she must adhere to the following guidelines:

1. Make it clear to the readers that the views expressed are the employee’s alone and that they do not necessarily reflect the views of Ingleside Animal Hospital.
2. Do not disclose any client or animal information. Do not disclose any third party information that has been given to Ingleside Animal Hospital. Do not post any pictures on the internet or our clients or our patients. Do not discuss our medical cases on an open forum blog, or any social networking sites.
3. Uphold Ingleside Animal Hospital’s respect for the individual and avoid making any statements about company employees, clients, partners, affiliates and other, including competitors. DO not post any pictures on the internet of anything inside our clinics, or anything on Ingleside Animal Hospital property.
4. Ingleside Animal Hospital has the right to monitor employee activity, pursuant to applicable law, to ensure its electronic resources are used properly. The use of passwords, access codes or a confidential file designation does not affect Ingleside Animal Hospital’s right to monitor employee activity. All codes must be given to Ingleside Animal Hospital’s network manager (Mandy L. Price, CVPM) if such a case arises and is deemed necessary.
5. Employee’s have no reasonable expectation of privacy in using company resources.
6. Employees should remember that written messages are or can become public. Common sense and good judgment are critical.

If social networking internet activity is seen as compromising the company, Ingleside Animal Hospital may request a cessation of such commentary and the employee may be subject to counseling and, potentially, disciplinary action including termination. For any questions about these guidelines or any matter related to personal Web sites or blogs, contact Mandy L. Price, CVPM

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_