



SOCIAL MEDIA CODE OF CONDUCT

Upon agreement to use our Social Media Management services, we will promise our adherence to the following Code of Conduct:

Professionalism—all posts, interactions, comments, and private messages will be polite and respectful and free of profanity, personal opinions, and any topics that are generally found offensive or controversial

Confidentiality—we will never disclose any confidential or sensitive company information including financial data, internal strategies, or client information

Transparency and Accuracy—we will never make misleading or deceptive claims and will avoid spreading any disinformation regarding your business description, stats, or services.

Copyright—all written and photographic content will be original or licensed.

Best Practices:

- Post on all platforms at a minimum of twice per week
- Reply to all messages and notifications
- Build your online community (fine-tuning your home page)

A handwritten signature in black ink, appearing to read "S. Blaine", with a large, sweeping flourish extending from the bottom left.

Samantha K. Blaine

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