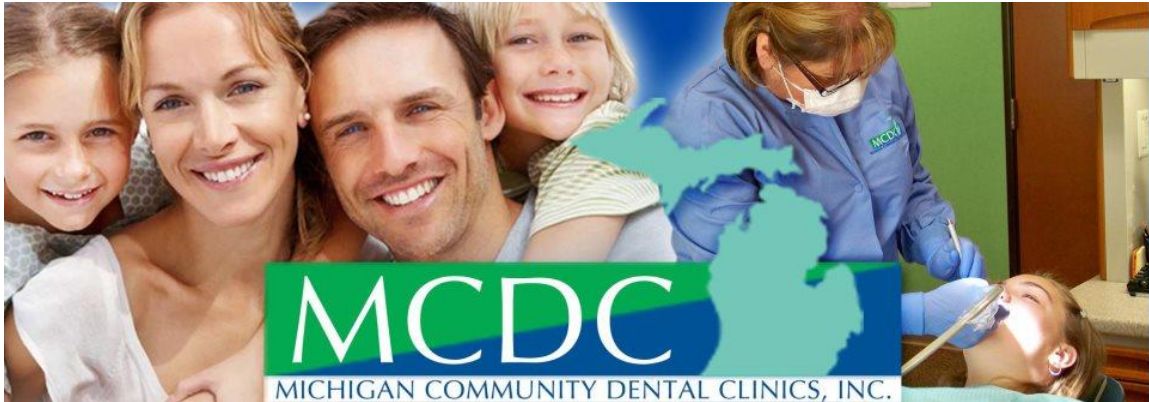


# Michigan Community Dental Clinics

## Social Media Terms of Use



When using any of the Michigan Community Dental Clinics, Inc. social media websites, you agree to comply with all rules set forth in the Terms of Use. The Michigan Community Dental Clinics reserves the right to modify these terms at any time.

### **Posted Material**

Content posted on these websites do not necessarily reflect views, policies or procedures of the Michigan Community Dental Clinics, Inc (MCDC). The company does not approve/censor content posted to our websites by the public.

Content posted on these websites by MCDC is not a substitute for advice from any medical/dental professional. MCDC does not offer medical/dental advice through social media.

Some content posted comes from outside sources on the internet. These links/photos/videos/etc. are provided for your enjoyment and also for a convenience to you. MCDC has not necessarily reviewed/approved all the information on these external links, and is not responsible for them.

### **User Responsibility**

All users are responsible for any content they post. This includes all legal and copyright responsibilities. Thoughts and opinions are welcome, but users must be respectful when posting. MCDC reserves the right to block/ban any user from company social media websites. MCDC is not responsible for any consequential damages that may arise from a user's usage of the company's social media websites.

Any posts made that violate another's rights, violates the law or is harassing will be deleted and the user will be warned. Any further offenses and the user will be banned. MCDC has sole discretion in deciding what is and what is not appropriate.

Furthermore, any posts containing the following are not allowed and will be removed;

- Profane language or content
- Personal attacks on individuals or specific groups
- Discriminating or sexual content
- Conduct of illegal, harmful or offensive activities
- Content that promotes a competitor
- Any other content posted that is deemed inappropriate

## **Employee Section**

Just like members of the general public, all employees are expected to follow the guidelines mentioned above.

### **Posted Material**

Employees are required to adhere to the company's employee handbook when using social media regarding MCDC. This includes but is not limited to policies about ethics, confidential information, discrimination, and harassment.

Employees cannot post any information that could be considered confidential. If there are questions about what content is and is not confidential, check with the Human Resources department or a supervisor.

Employees are legally liable for content they post online. MCDC reserves the right to discipline employees, up to and including termination for commentary or content that creates a hostile work environment based on race, sex, religion, etc.