

ABBREV Policy regarding Blogging

January __, 2006

[1/5/06 DRAFT]

This memo sets forth the policies of _____, a division of _____ ("ABBREV" or the "Company") regarding the maintenance of blogs* by employees.

ABBREV encourages its employees to make positive use of this powerful new method of communication and welcomes the dissemination and exchange of ideas that the blogosphere makes possible. At the same time, the Company's legitimate interests can, in rare circumstances, be compromised by inappropriate uses of this medium. Accordingly, this policy is intended to respect employees' rights to personal expression while limiting the Company's legal liability and protecting the Company's proprietary information and business interests.

1. **General Limitations.**

The following are never permitted:

- Blogs which support a competitor of the Company or its affiliates or otherwise conflict with an employee's duties to the Company; or
- Blogs which adversely affects the interests or reputation of the Company.

The following are permitted only with the express prior written permission of both an employee's manager and the legal department:

- Blogs which imply sponsorship or support by the Company; or
- Blogs which use the Company's time, facilities, resources, or supplies.

- ### 2. **Disclaimer of Company Responsibility.** If a blog refers to the Company or its operations, personnel, products or services, the employee blogger must (i) notify his or her manager and the legal department of the existence of the blog, and (ii) include a statement in the blog that all views expressed in connection with the Company are those of the blogger and have not been reviewed or approved by the Company.

* A "blog," short for "weblog," is a personal web site maintained and regularly updated by an individual. A blog typically contains opinions, links, text, images and other personal content.

3. **No Disclosure of Confidential Information.** Blogs may not disclose any trade secrets, "insider information" or other confidential or proprietary information of the Company or violate any privacy policies of the Company. Moreover, blogs may not violate any of the terms of the [Employee Confidentiality and Proprietary Rights Agreement](#) of ABBREV, which provides that Company confidential information may only be used within the scope of one's duties as an employee.
4. **Use of Trademarks.** A blog may not use any logos or trademarks of the Company or its affiliates without the prior express written approval of both the blogger's manager and the legal department.
5. **Inappropriate Content.** Blogs may not contain any content which: (i) violates any laws, including laws pertaining to intellectual property, (ii) infringes any third party rights (including intellectual property rights), (iii) contains content which is defamatory or libelous or might be construed as harassment or disparagement on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or any other status protected by law; (iv) violates any policies, rules, standards or requirements applicable to the Company, including the [COMPANY Code of Ethics and Business Conduct](#) and the ABBREV [sexual harassment](#) policy; or (v) is adverse to the reputation, interests or business relationships of the Company. Management reserves the right to require an employee to stop posting any blog which contains content that it deems inappropriate.
6. **Scope of Policy; Penalties.** This policy is a statement of legal and ethical principles for individual and business conduct. It does not constitute an employment contract between any employee and the Company or vary any employee's status as an at-will employee. Failure to comply with this policy may subject an employee to disciplinary action, including termination of employment.
7. **Questions.** If you have any questions regarding this policy, please contact the [Legal Department](#).