the dialogue in a polite manner and seek the advice Tribal Administrator or Chief.

- Employees and leadership/council should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees/members should get appropriate permission to use a third party’s copyrights, copyrighted material, trademarks, service marks or other intellectual property. Social media use shouldn’t interfere with employee’s and leadership/council responsibilities at the Monacan Indian Nation. The Monacan Indian Nation computer systems are to be used for business purposes only. When using the Monacan Indian Nation computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, the Monacan Indian Nation blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

- Subject to applicable law, after-hours online activity that violates [the Monacan Indian Nation Code of Conduct] or any other tribal policy may subject an employee to disciplinary action or termination.

- If employees publish content after-hours that involves work or subjects associated with the Monacan Indian Nation, a disclaimer should be used, such as this: “The postings on this site are my own and may not represent the Monacan Indian Nation positions, strategies or opinions.”

- It is highly recommended that employees keep the Monacan Indian Nation related social media accounts separate from personal accounts.

[Signature]
Sign and Date

I authorize Monacan Indian Nation to post pictures of our recent improvements to our home under the Weatherization program and the following verbiage:

"We are very pleased with the work that has been done. We thank everyone that helped in any kind of way and away. Special thank you to Christy Mowers for all our help and getting very thing in order to be done.

Roger Johns"

Mary V. Johns