## New Employee Resource | Social Media

## CONNECT WITH CAREFIRST

As a CareFirst employee, you're part of our story. You're one of the many difference makers helping us make our mission a reality for the millions of people we serve.

Ahead of your first day at CareFirst, we encourage you to connect with us on social media.

- Stay in the know about industry news
- Stay updated about company news and how we're making a difference in our communities
- Build connections with other difference makers



And more!

## **REVIEW OUR SOCIAL MEDIA POLICY**

Our CareFirst employees embody who we are as an organization and you represent our mission, vision and values. Our social media guidelines are intended to help you engage in a genuine manner online, while also protecting our brand and reputation.

Follow these core principles when engaging in social media:

**Be transparent and responsible.** When sharing a point of view, employees should neither claim nor imply they are speaking on CareFirst's behalf.

**Protect information.** Do not share confidential company information or any of our members' personally identifiable information, including personal health information, which is a violation of HIPAA.

**Be professional.** Employees should use good judgment and be accurate, honest and respectful in their communications. Errors, omissions or unprofessional language or behavior may result in liability for the employee and/or the company.

**Identify yourself**. We encourage employees to promote CareFirst as their employer by selecting the CareFirst page in their profile section for the social sites they are a member of (e.g., on Facebook, tag the CareFirst Facebook page).

**Have fun and connect.** We encourage employees to connect with other employees. People leaders should be mindful of social media relationships with their staff.

**Don't respond to negative posts.** You may read negative or disparaging posts about the Company. Notify those who manage our corporate social media channels by tagging @carefirst in any negative comments or posts you see.