

# BENE SOCIAL MEDIA GUIDELINES

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- Let's explore Social Media together and learn from one another.
- For many people, Social Networks have become part of their everyday communications, much like telephoning, Lync and e-mail, expanding the range of networking possibilities.
- We support and promote the professional use of Social Media platforms for career-related purposes, though we do not require anyone to participate.
- Be authentic: write about topics that lie within your area of expertise.

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- Use the same professional style for your statements that you use for your everyday work. You will be viewed as an expert online as well.
- Think first, then post – prudent action and reaction in all situations applies here. If you are not sure about something, speak with a representative.
- Remember, never post any confidential information.
- Be aware that you are communicating with more than one person on the internet. Your postings are often accessible to a vast audience.
- Use the good manners that are established in your Social Network – this makes activities in the community easier and more fun.
- Be part of the Bene Social Media network and send us any stuff you find in the web.

# BENE @ SOCIAL MEDIA

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Facebook	<a href="http://www.facebook.com/bene.office">http://www.facebook.com/bene.office</a>
FlickrR	<a href="http://www.flickr.com/photos/bene-office">http://www.flickr.com/photos/bene-office</a>
Foursquare	<a href="https://de.foursquare.com/p/bene-office/428956">https://de.foursquare.com/p/bene-office/428956</a>
Google+	<a href="https://plus.google.com/b/105601455814419522004/">https://plus.google.com/b/105601455814419522004/</a>
LinkedIn	<a href="http://www.linkedin.com/company/bene">http://www.linkedin.com/company/bene</a>
Pinterest	<a href="http://pinterest.com/beneoffice/">http://pinterest.com/beneoffice/</a>
Twitter	<a href="http://www.twitter.com/bene_office">http://www.twitter.com/bene_office</a>
Vimeo	<a href="http://vimeo.com/beneoffice">http://vimeo.com/beneoffice</a>
YouTube	<a href="http://www.youtube.com/user/beneoffice">http://www.youtube.com/user/beneoffice</a>
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