

Social Networking Policy

The Company has a dedicated social media presence which is utilized by the Company to communicate with the public, generate good will and/or resolve disputes. Only marketing personnel authorized to do so by the Company as part of their job descriptions may post, transmit or communicate with the public utilizing the Company's owned and operated social media platforms and handles. Any other employee who posts to or from the Company's social media platforms without permission will be subject to discipline, up to and including termination.

The Company also recognizes that employees may engage in social networking on their personal accounts and for personal reasons while off duty. "Social networking," for purposes of this policy, means posting or uploading information, photos, videos, links, opinions, images, memes, GIFs or anything else on a personal or public website, social networking or affinity website, bulletin board, or chat room.

Employees who engage in personal, non-work-related social networking should be mindful that their postings, even if done off site and off duty, could have an adverse effect on the Company's legitimate business interests and/or subject the employee or the Company to liability. For example, the information posted could be the Company's (or another's) trade secret, copyrighted or confidential business information. In addition, some readers may view the employee as a de facto spokesperson for the Company even when you are acting in your personal capacity. To reduce the risk of legal liability for employees or the Company, the Company asks that employees observe the following guidelines:

- NEVER engage in social networking using any Company resources during working time, including the Company's Computer Systems or Smartphones, unless doing so is part of your job duties and you are doing so on behalf of, and with explicit authorization from, the Company;
- NEVER disclose any Confidential Information or trade secrets, as defined in this Handbook or as defined in any separate non-disclosure agreement you may have with the Company;
- Conform social networking to comply with all of the policies in this Handbook, including (but not limited to) the Company's policies against harassment, discrimination and workplace violence;
- If the social networking includes any information related to the Company, please:
 - Ensure it is clear to your readers that the views expressed are yours alone and that they do not reflect the views of the Company.
 - Do not maliciously defame or otherwise discredit the products or services of the Company, its partners, affiliates, customers or vendors.
 - Do not maliciously defame any employees of the Company.

- Do not unlawfully use a trademark, or other proprietary and protected logos, graphics or photographs of the premises or materials of the Company, its partners, affiliates, customers or vendors.

Employees are subject to this Social Media Policy and the *Policy Statement Guidelines for Corporate Disclosure*, which shall be reviewed and signed by each employee.

Notwithstanding, the foregoing is not intended to restrict statutory employee rights under the National Labor Relations Act to discuss terms and conditions of employment. If you need clarification of any aspect of this policy, contact your supervisor.

Failure to comply with this policy may lead to discipline up to and including termination and if appropriate, the Company will pursue all available legal remedies.