

AUGUST 2014

# Information Handling and the Use of Email, Social Media & Internet Postings

Internal Policy

## Introduction

Internal Policy on Information Handling and the Use of Email, Social Media & Internet Postings.

Voice mail, email and internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Company business. Some job responsibilities at the Company require access to the internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorized, for Company purposes, may use the internet to access additional software.

## Software Access Procedure

Software needed, in addition to the Microsoft Office suite of products, must be authorized by your supervisor and downloaded by the IT department. If you need access to software or websites, not currently on the Company network, talk with your supervisor and consult with the IT department.

## Company Owned Equipment

Any device or computer including, but not limited to, desk phones, cell phones, tablets, laptops, desktop computers and iPads that the Company provides for your use, should only be used for Company business. Keep in mind that the Company owns the devices and the information in these devices. If you leave the Company for any reason, the Company will require that you return the equipment on your last day of work.

## Internet Usage

Internet use, on Company time, is authorized to conduct Company business only. Internet use brings the possibility of breaches to the security of confidential Company information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside the Company, potential access to Company passwords and other confidential information.

Removing such programs from the Company network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask staff members to limit Internet use.

Additionally, under no circumstances may Company owned computers or other electronic equipment, including devices owned by the employee, be used on Company time, to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

## Email Usage at Company

Email is also to be used for Company business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. You are also not to conduct personal business using the Company computer or email.

Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste company time and attention.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will lead to disciplinary action up to and including termination of employment.

## Emails That Discriminate

Any email content that discriminates against any protected classification including age, race, color, religion, sex, national origin, disability, or genetic information is prohibited. It is our company policy to also recognize sexual preference and weight as qualifying for discrimination protection.

## Internal Policy on Information Handling & The Use of Email, Social Media and Internet Postings



Any employee who sends email that violates this policy will lead to disciplinary action up to and including termination of employment.

### Company Owns Employee Email

Keep in mind that the Company owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored on work systems.

### Social Media & Internet Postings Policy

#### Social Media

Your employer understands that part of what you do in social media is outreach that recruits new employees and enhances our Company brand. Many employees have social media responsibilities in their job description including the social media marketers, tech support and recruiters.

Your employer also understands that the relationship of our employees to an online world that you spend time in 24/7 can lead to the blurring of work time and off work time. We strongly encourage you to limit the use of social media to work-related content and outreach during work hours.

Additionally, you are prohibited from sharing any confidential or protected information that belongs to or is about the Company. You are strongly encouraged not to share disparaging information that places your Company or coworkers in an unfavorable light. The Company's reputation and brand should be protected by all employees. The lives and actions of your coworkers should never be shared online.

In social media participation from work devices or during working hours, social media content that discriminates against any protected classification including age, race, color, religion, sex, national origin, disability, or genetic information is prohibited. It is our company policy to also recognize sexual preference and weight as qualifying for discrimination protection. Any employee, who participates in social media, who violates this policy will lead to disciplinary action up to and including termination of employment.

#### Internet Postings

With the rise of new media and next generation communications tools, the way in which EPS employees can communicate internally and externally continues to evolve. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for EPS employees.

This Internet Postings Policy applies to employees who use the following:

- Multi-media and social networking websites such as Facebook, Twitter, LinkedIn, YouTube etc.
- Blogs
- Wikis such as Wikipedia and any other site where text can be posted

All of these activities are referred to as "Internet postings" in this policy please be aware that violation of this policy may result in disciplinary action up to and including termination. Common sense is the best guide if you decide to post information in any way relating to EPS. If you are unsure about any particular posting, please contact the **corporate communications department** for guidance. For instance, if you are writing about EPS business where you have responsibility, you may wish to make sure your manager is comfortable with your taking that action.

## Internal Policy on Information Handling & The Use of Email, Social Media and Internet Postings



Your Internet postings should not disclose any information that is confidential or proprietary to the company or to any third party that has disclosed information to EPS. If you comment on any aspect of the company's business or any policy issue in which the company is involved and in which you have responsibility, you must clearly identify yourself as an EPS employee in your postings or blog site(s) and include a disclaimer that the views are your own and not those of EPS. In addition, EPS employees should not circulate postings they know are written by other EPS employees without informing the recipient that the author of the posting is an EPS employee. Your Internet posting should reflect your personal point of view, not necessarily the point of view of EPS. Because you are legally responsible for your postings, you may be subject to liability if your posts are found defamatory, harassing, or in violation of any other applicable law. You may also be liable if you make postings which include confidential or copyrighted information (music, videos, text, etc.) belonging to third parties. All of the above mentioned postings are prohibited under this policy.

When posting your point of view, you should neither claim nor imply you are speaking on EPS's behalf, unless you are authorized in writing by your manager to do so. If you identify yourself as an EPS employee on any internet posting, refer to the work done by EPS or provide a link on the EPS website, you are required to include the following disclaimer in a reasonably prominent place: "the views expressed on this post are mine and do not necessarily reflect the views of EPS." Your Internet postings should not include EPS's logos or trademarks, and should respect copyright, privacy, fair use, financial disclosure, and other applicable laws. Only official EPS blogs and social media pages may include the company's logo and may also include links back to EPS web destinations. All EPS blog site(s) must include a legal disclaimer stating that all posts by the author, guest author and visitors reflect personal thoughts and opinions which are not necessarily those of the company.

EPS may request that you avoid certain subjects or withdraw certain posts from an EPS blog site(s) if it believes that doing so will help ensure compliance with applicable laws, including securities regulations. EPS reserves the right to remove any posted comment on EPS blog site(s) that is not appropriate for the topic discussed or uses inappropriate language. EPS also reserves the right to post particular communications on EPS blog site(s). If a member of the news media or blogger contacts you about an internet posting that concerns the business of EPS, please refer that person to EPS Corporate Communications.

Your internet postings should not violate any other applicable policy of EPS, including those set forth in the Employee Code of Conduct. You agree that EPS shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of your internet postings.

EPS reserves the right to suspend, modify, or withdraw this Internet Postings Policy, and you are responsible for regularly reviewing the terms of this Social Media & Internet Postings Policy.