



The Heritage Group

7.13 Electronic Media Policy

The Company expects all employees to act professionally and to refrain from behavior, both on and off the job, which could adversely impact the Company's reputation or mission. Further, the Company requires employees to treat their coworkers and others with respect at all times. These standards apply to any statements made or information placed on or through electronic media. (e.g., Facebook, Twitter, Instagram, Snapchat, LinkedIn, etc.).

We support our employees' use of electronic media as a vehicle for social and business networking. However, employees are prohibited from expressing their personal opinions that are maliciously false about the Company, its directors, management, employees, customers or vendors, either by name or by implication, using electronic media. Content placed on electronic media regarding the Company, or its directors, management, employees, customers or vendors *must make clear that it does not represent the views of the Company*.

In addition, content placed on electronic media must not be discriminatory, violent, vulgar, obscene, threatening, intimidating, harassing, slanderous or similarly unlawful toward employees, management or the Company or violate the Company's Equal Employment Opportunity, Anti-Discrimination, Anti-Harassment, and Code of Business Conduct policies. Examples of such conduct includes offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment for any reason but especially if such posts have as their basis race, sex, disability, religion, or other status protected by law or Company policy.

Employees must not post any information on or through electronic media that the Company considers to be confidential, including but not limited to trade secrets, photographs of company property or processes, recordings of conversations among company personnel, proprietary information, and all other non-public information and data of or about the Company and its business. Trade secrets, proprietary information and non-public information and data about the Company include information regarding the development of systems, processes, products or services, know-how, and technology.

Employees' use of electronic media should not interfere with work commitments or performance. Posting of content to corporate sponsored electronic media (e.g. the corporate Facebook page) is permitted only for the Company's Marketing and Communications or HR Teams.

This policy does not, in any manner, prohibit employees from discussing among themselves wages, benefits, and other terms and conditions of employment or workplace matters of mutual concern that are protected by the National Labor Relations Act.

Employees learning of electronic media that is inconsistent with the requirements of this policy must immediately notify Human Resources or contact the Ethics Hotline at 888-THG-1930 or THG.IntegraReport.com. Violations of this policy may result in disciplinary action up to and including discharge.

Employee Signature

Date

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