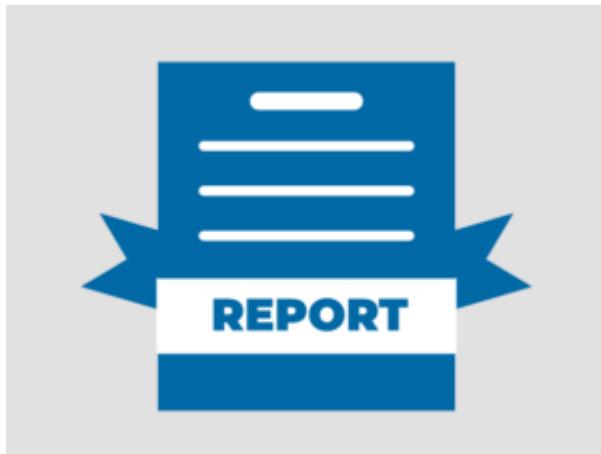


# Social Media in The Workplace



The intent of this Policy is to establish clear, fair and reasonable guidelines governing how employees can and cannot:

1. Use their own personal cell phones and wireless devices when they are at work;
2. Use the cell phones and wireless devices supplied to them by the Company; and
3. Safely use the cell phones and wireless devices while driving or operating company vehicles