

SECTION 1.12 SOCIAL NETWORKING

a. We understand that some employees may maintain blogs, contribute posts to others' blogs, and maintain and participate in social and business networking sites such as Facebook, Twitter, YouTube and LinkedIn. These sites have nearly unlimited communication potential, nearly unlimited duration and retention, and, unless the creator restricts access, may be accessed by anyone across the world with Internet access. Walden Security will never require employees or applicants to provide their usernames and passwords necessary to access their personal social media and other online accounts; if any Walden Security employee requests your username and password, do not provide either and report the request and the name of the person who requested you to provide the information to your human resources department.

b. To protect Walden Security's interests, we expect employees who maintain or contribute to blogs and social networking sites to abide by the following guidelines:

- Company time and equipment, including computers and electronic systems, are not to be used for personal blogging or social networking, including updating your personal site or profile.
- When blogging or networking about your work on your own time, you must abide at all times with all legal and ethical requirements, as well as Walden Security's policies regarding workplace harassment and the confidentiality of company and customer information.
- You may not disclose confidential or other inside information about Walden Security, our customers or our employees that you learn in the course of your employment.
- You may not use any materials belonging to Walden Security, including our promotional and marketing materials, without the written permission of the corporate marketing department.
- You may not use Walden Security's logo or letterhead unless you have the written permission of the corporate marketing department.
- You may not post photographs of yourself in any Walden Security location, nor post photographs of other Walden Security personnel without their express approval to do so.

1st, 5th and 8th Circuits CSO Policies and Procedures (2015) 13c.

You will be subject to disciplinary action up to and including termination for your social media use if you violate any of the above guidelines, or commit any of the following acts:

- Engage in illegal web-based activity while at work such as accessing child pornography or committing fraud or theft. It is important to note that these examples are not an all-inclusive list of illegal web-based activity.
- Call in sick and then post information that leads us to believe that you are not sick (for example: posting pictures of yourself at a ballgame or Disney World on the day you called in telling your supervisor you were too sick to work).
- Use on-line media for personal reasons when you are on duty.
- Post discriminatory remarks, racial slurs or offensive false statements, engage in harassment or make threats of violence.
- Disseminate Walden Security trade secrets and other confidential information such as confidential personnel information that Walden Security is legally obligated to safeguard.
- Post controversial or inappropriate information, including pictures and videos, that reveal unlawful conduct that may be imputed to Walden Security that may purposely or inadvertently harm our reputation (such as posting a picture of yourself while displaying some form of Walden Security identification while using illegal drugs).

d. It is important to note that the above guidelines and acts are examples and are not an all-inclusive list. Walden Security reserves the right to exercise its sole discretion in imposing more or less severe disciplinary measures for any misuse of social media, depending on the circumstances.