



Social Media Policy

Our compasses for functioning in the electronic world are the same as the Guiding Principles, Bill of Rights, and Standards of Conduct we expect employees to live by every day. Remember – your responsibility to The Management Trust (TMT) does not end when you are off the clock. For that reason, this policy applies to both company-sponsored and personal social media usage as related to our company.

It is up to you to remain current with our company policies. All applicable documents related to our conduct are posted on the ERI (Employee Resource Intranet). Please reference the site, your division leadership, and/or Human Resources with any questions. We encourage you to tell the world about your work and share your passions. How you do so is up to you. This policy clarifies our expectations and is intended to provide practical advice for general social media usage. If you post content that is in any way related to TMT, then you will be held to the below criteria. Please be smart, respectful, and protect yourself as well as our company.

- You are personally responsible for the content you publish online. Remember that the internet never forgets, and nothing can be fully erased. Your words can have a global impact. Common sense is a huge factor here. As our Owner's Manual states, **"If it is...objectionable, unlawful, you would not say it to your mother, it would cause harm or injury to anyone or anything, it would jeopardize the general health, safety, or welfare of the company, client, or a fellow employee owner, it is confidential, it is unprofessional and/or compromises our Guiding Principles or Governing Values, it prevents you or any employee owner from performing their duties, it is in conflict with the general goodwill of the company or its clients, and if you think you would be terminated and/or it would cause you to go to jail...THEN DON'T DO IT!"**
- If you have not already signed our Confidentiality & Non-Disclosure Agreement, then read it on the ERI. We hold you to those standards because that document is (and many others are) available for review on our intranet.
- If you discuss TMT online (or through any other channel), then you must identify yourself with your name and role with our company. Only very few employees are authorized to officially speak on behalf of TMT, so if you have not been identified by either Bill Sasser or Alan Jenkins as one of those individuals, then you must make it clear that you are speaking for yourself and not for TMT. You can use a disclaimer like, "This post is expressly my own and does not necessarily represent the position, strategy, or opinion of The Management Trust."
- Do not use your company email address for registration or other purposes on social media unless directly related to your role and authorized by your supervisor.
- Be thoughtful about what personal information you share online. This is primarily for your own safety.
- Respect your audience. TMT will not tolerate discrimination (including, but not limited to: age, disability, fair pay/compensation, genetic information, national origin, pregnancy, race/color, religion, sex/gender identity).
- Under no circumstances should you post:

- Internal communications. If a message is intended to reach external parties, then an authorized company representative will coordinate the effort.
- Anything that belongs to someone else and/or represent it as your own. Understand and abide by copyright.
- Threats of any nature. We operate in a zero tolerance environment in this respect.
- If you post something that simply is not true, then please be the first to own your mistake. If you choose to modify an earlier post, then make it clear that you have done so.
- You are welcome to post to social media during your lunch and break times, however do not allow this activity to interrupt your day job.
- If your relationship ends with TMT, then you must remove any reference(s) to being a current employee.
- Please remember that we have an Open Door policy. If you have concerns, then we ask that you share them with your supervisor, division leadership, and/or HR. Even if you are no longer with TMT, we would like the opportunity to speak with you about the issue.
- Employee social media rights can be tricky for any company to navigate. We expect you will make the right decisions. If you post something objectionable and we learn about it, then know we will have a conversation regarding why you made the choice.

Even if you act with the best of intentions, you must remember that anything you put out there can potentially harm the company. Please act responsibly and according to our Guiding Principles, Bill of Rights, and Standards of Conduct.

If you violate the terms of the policy, you may be subject to disciplinary action, up to and including termination. The company reserves the right to alter or amend the terms of this policy at any time.

Employee Signature: _____ Date: _____

Employee Printed Name: _____