



41 King St. unit 2, Barrie, Ontario, L4N 6B5
Ph. (705) 812-1656 Fx. (705) 812-0947
Email: info@buildwithsafety.com

**Training, Site Audits, Safety Policy and Programs,
Accident Investigation,
WSIB Claims Management**

Social Media Policy

Managers and executives and employees take note: This standard disclaimer does not by itself exempt VICTORY DRYWALL managers, executives or staff from a special responsibility when participating in online environments. By virtue of their position, they must consider whether personal thoughts they publish may be misunderstood as expressing VICTORY DRYWALL positions. And a manager should assume that his or her team will read what is written. Public forums are not the place to communicate VICTORY DRYWALL policies to VICTORY DRYWALL employees.

Respect copyright and fair use laws. For VICTORY DRYWALL's protection and well as your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including VICTORY DRYWALL's own copyrights and brands. You should never quote more than short excerpts of someone else's copyrighted work. And it is good general blogging practice to link to others' work.

Protecting confidential and proprietary information. Social computing blurs many of the traditional boundaries between internal and external communications. Be thoughtful about what you publish-particularly on external platforms. You must make sure you do not disclose or use VICTORY DRYWALL confidential or proprietary information in any online social computing platform. VICTORY DRYWALL confidential and proprietary information may include information regarding the development of systems, processes, products, know-how and technology. Additionally, internal reports, policies, procedures or other internal business-related confidential communications such as incidents, near misses or accidents must not be posted.

Also, don't post information about a person or another company unless you have the right to do so, taking into account intellectual property and privacy concerns. For example, ask permission before posting someone's picture in a social network or publishing in a blog a conversation that was meant to be private.


VICTORY DRYWALL's business performance and other sensitive "inside information". Some topics relating to VICTORY DRYWALL are sensitive and should never be discussed, even if you're expressing your own opinion and using a disclaimer. For example, you must not comment on, or speculate about things like VICTORY DRYWALL's future business performance (including upcoming quarters or future periods), VICTORY DRYWALL's business plans, unannounced strategies or prospects (including information about alliances), potential acquisitions or divestitures, similar

matters involving VICTORY DRYWALL's competitors. This applies to anyone including conversations with financial analysts, the press or other third parties (including friends). If you're unsure of the sensitivity of a particular subject, seek advice from your manager or legal team before talking about it or simply refrain from the conversation. VICTORY DRYWALL policy is not to comment on rumors in any way about these issues. You should merely say, "no comment" to rumors. Do not deny or affirm them (or suggest the same in subtle ways), speculate about them or propagate them by participating in "what if"-type conversations.

Protect VICTORY DRYWALL's clients, business partners and suppliers. Clients, partners or suppliers should not be cited or obviously referenced without their approval. Externally, never identify a client, partner or supplier by name without permission and never discuss confidential details of a client engagement. Internal social computing platforms permit suppliers and business partners to participate so be sensitive to who will see your content. If a client hasn't given explicit permission for their name to be used, think carefully about the content you're going to publish on any internal social media and get the appropriate permission where necessary.

It is acceptable to discuss general details about kinds of projects and to use non-identifying pseudonyms for a client (e.g., Client 123) so long as the information provided does not make it easy for someone to identify the client or violate any non-disclosure or intellectual property agreements that may be in place with the client. Be thoughtful about the types of information that you share, which may inadvertently lead others to deduce which clients, partners and suppliers that you are working with. This might include travel plans or publishing details about your current location or where you are working on a given day. Furthermore, your blog or online social network is not the place to conduct confidential business with a client, partner or supplier.

Use your best judgment. Remember to always use good judgment and common sense in deciding what you publish. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you're still unsure, and it is related to VICTORY DRYWALL business, feel free to discuss it with your manager. Ultimately, however, you have sole responsibility for what you post to your blog or publish in any form of online social media.

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