ELECTRONIC DEVICES AND SOCIAL MEDIA

Laptops, DVD players or other personal electronic devices
Carrying to work or the use of laptops, DVD players and other similar electronic devices is prohibited.

Cameras, video or audio recording devices
The use of cell phones, PDAs, or other devices to take photos, or make audio or video recordings within the Company may invade the personal privacy of other employees and may breach the confidentiality of the Company’s trade secrets or other protected information. Therefore, the use of these devices to take photos, or make audio or video recordings within the Company is prohibited. This prohibition is specifically applicable to restrooms and locker rooms.

The Company does not consent to audio or video recording of any meetings or discussions. Additionally, employees are also prohibited from arranging for others, including non-employees, to engage in any recording of conversations, phone calls, or other activities in the workplace.

The Company reserves the right to require employees, while on Company property, to submit to inspection of their persons, personal possessions and property, personal vehicles parked on Company property, and work areas. This includes:
- Lockers
- Desks
- File cabinets
- Workstations
- Personal mail sent to the Company
- All automated information systems such as E-mail
- Toolboxes

Such searches may be conducted at any time without advance notice. In some cases, spot checks may also be conducted where circumstances warrant or special conditions exist. Failure or refusal to cooperate with the search may be grounds for corrective action, up to and including dismissal.

Overview of Social Media Policy
EGS recognizes the importance of social media networks. As employees engage in social media networking, it is important for everyone to remember that what is said or done in various social media channels (blogs, micro-blogs, wikis and social networks) reflects directly on an individual’s character, reputation and integrity as well as the character reputation and integrity of an individual’s friends, associates and colleagues.
“Social media networking” may occur in a variety of contexts, including such Web sites as LinkedIn, Facebook, Twitter, YouTube, and MySpace. Other online venues for social media networking include blogs, online discussion forums or traditional media Web sites that permit visitors to interact by posting comments. Such online venues may be dedicated to particular interests, e.g. travel Web sites, alumni organizations or professional organizations. This policy applies to all types of social networking activity using Company computers, mobile devices, or other technology. The policy also applies to all types of social networking activity using non-Company technology when linked to the Company’s systems.

Prior to posting anything online, remember you are personally responsible for the content you publish in any form of user-generated media. To the extent any of your personal or business related postings refer to, implicate or reflect Executive Ground Services, you will be held responsible for complying with any Executive Ground Services’ rules, policies and procedures that may relate to your post.

The same policies and guidelines that apply to EGS employee activities on or off duty apply to EGS employee activities online. EGS employee activities include, but are not limited to, the activities of: an individual employee or group of employees; a company department, business unit, or station; a company sponsored employee group or clubs. To review some of those guidelines and policies, see the following:

**Online Identification**
Prior to posting anything online, remember you are personally responsible for the content you publish in any form of user-generated media.

You should never attribute any postings to EGS or imply that such postings are endorsed or written by the Company. When the Company wishes to communicate publicly as a company, whether to the marketplace or the general public, it has well established means to do so.

Only those individuals who are officially designated by the Company have the authorization to speak on behalf of the Company. You are personally responsible for any of your on-line activity conducted with an EGS e-mail address that can be traced back to the Company’s domain and/or that uses Company assets. Use of a “goegs.com” or any Company designated e-mail address implies that you are acting on the Company’s behalf.

Outside of the workplace, your personal social networks and your personal e-mail address are your domain. What you publish on personal networking sites should never be attributed to the Company and should not appear to be endorsed by or originated from the Company. To help clarify that your comments are not an endorsement, you should make it clear that the comments are your own and that they are not authorized or approved by EGS or any of its subsidiaries. Use disclaimer statements such as: “The views expressed are mine alone and do not necessarily reflect my employer’s views” to help ensure that your readers know that you are not speaking on behalf of the Company.

If you choose to list your work affiliation on a social network, please treat all communication on that network, as you would treat any other professional and/or workplace communication.

**Intellectual Property**
You may not use any Company trademarks, logos, copyrighted material, or other proprietary content on social media and networking sites without the express written consent of the Company. Unauthorized use of trademarks, logos, copyrighted material, or other intellectual property of third parties is also prohibited.

**Violations to this Policy**
In accordance with published security policies, individuals accessing EGS systems and employees engaging in company-sponsored activities consent to having all of their online activity monitored and recorded. The Company reserves the right to remove, or seek the removal of, posts that violate this policy. Failure to comply with any of these policies or guidelines may subject an employee to corrective action up to and including termination of employment. If you have any questions, please consult your manager.
Important Points to Remember
Your on-line postings must not adversely impact EGS. You are personally responsible for all content you post on social media and networking sites. **Remember that it is difficult, if not impossible, to delete content once it is posted to a site.** Be cautious whenever posting information to a website.

Employees must follow these guidelines for all postings:
- Comply with all applicable business ethics requirements.
- Be aware that your off duty conduct may affect your employment.
- Comply with all applicable policies and guidelines.
- Remember that you, not the Company, are responsible and liable for any type of social media activities in which you engage or host.
- Seek and obtain permission from the Company before using any of its trademarks in any context outside of the workplace. This includes blogs or other social media in which you may participate.
- Do not create a blog, wiki or social network site under an EGS header.
- You must not comment on confidential information such as the Company’s future business performance, business plans or prospects anywhere in the world.
- While it is against company policy to publish any material or reports that are meant to be internal or private, you should first consult with your supervisor, and then contact Corporate Communications if you wish to request any type of exception to the policy.
- Do not mention our current, former or potential customers, partners or suppliers without their permission, and if you receive approval, always cite or link to the source.
- Respect your audience and your coworkers. These venues are not the forum to vent personal complaints about supervisors, co-workers or the Company.
- Do not post anything publicly that would potentially embarrass you or the Company, or which could call into question your or the Company’s reputation, including photographs or other images.
- Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would violate EGS company policy or that would not be acceptable in the workplace.
- When you participate in any social media platform and mention, or can be associated, with the Company brand, write in the first person. You must make it clear that you are speaking for yourself and not on behalf of the Company.
- Do not disclose restricted, confidential or proprietary information concerning any co-worker, customer or contractor or relating to EGS.
- Obey the law. Do not post any information or conduct any online activity that may violate applicable local, state or federal laws or regulations.
- When participating in any social networking site for any reason, you are responsible for reading, understanding, and complying with the site’s terms of use.

QUESTIONS/CONCERNS
For questions or if you need clarification on the Attendance Control Policy please contact your supervisor or the Human Resources Department.