

**Be honest and accurate.**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Southwire, fellow employees, customers, suppliers, people working on behalf of Southwire or competitors.

**Post only appropriate and respectful content.**

- Maintain the confidentiality of Southwire trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, or procedures; internal business-related confidential communications; or non-public information related to Southwire's customers or suppliers. Do not disclose confidential financial information regarding Southwire.

- Express only your personal opinions. Never represent yourself as a spokesperson for Southwire. If Southwire is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Southwire, fellow employees, customers, suppliers, or people working on behalf of Southwire. If you do publish a blog or post online related to the work you do or subjects associated with Southwire, make it clear that you are not speaking on behalf of Southwire. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Southwire."

**Using social media at work.**

Employees are permitted to use social media while at work. Such use, however, should be moderate unless work related or during employees' break times. Employees should avoid using Southwire email addresses on social networks, blogs or other tools utilized for personal use unless such use is work related or associated with a professional network (e.g., LinkedIn). Employees should also avoid using the same password for social media account that they use for Southwire related. Employees are expected to exercise good

judgment in sending or accepting social media requests. Using a Southwire email address as a log in credential for any account on any website where the account is not specifically for Southwire related business is not allowed.

**Social media connections.**

Employees should avoid conduct that makes coworkers feel pressured to join social media or accept social media requests from anyone at Southwire. Employees are expected to exercise good judgment in sending or accepting social media requests.

**Media Inquiries**

Employees should not speak to the media on Southwire's behalf without contacting the Corporate Communication Department. All media inquiries should be directed to them.

**Violations of these Policy**

All employees are expected to comply with the Social Media Policy and may face disciplinary action for any violation of these Policy, up to and including termination of employment.

## Workplace Violence

Southwire prohibits and will not tolerate any form of workplace violence by an employee, or third party (including vendors, customers, contractors and visitors) both at the workplace and at employer-sponsored events. Southwire prohibits all employees, with the exception of approved security personnel, and prohibits all third parties (including vendors, customers, contractors and visitors) from possessing any weapons of any kind at the workplace or at employer-sponsored events. Unless this prohibition is contrary to state or local law, the workplace specifically includes company parking areas.

Workplace violence does not refer to workplace arguments or debates that are zealous or impassioned, provided there is no resort to any form of coercion. Discussions about sporting activities, popular entertainment or current events are not considered workplace violence when there is no threat of violence being directed to the workplace or any individual connected with it. Rather, workplace violence refers to behavior that demonstrates an intention to engage in violence,

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



condones violence in our workplace, or targets any individual with acts or threats of violence.

For purposes of this policy, workplace violence and prohibited conduct include:

- Making threatening remarks (written or verbal).
- Aggressive or hostile acts such as shouting, using profanity, throwing objects at another person, fighting or intentionally damaging a coworker's property.
- Bullying, intimidating or harassing another person (for example, making obscene phone calls or using threatening body language or gestures, such as standing close to someone or shaking your fist at them).
- Behavior that causes another person emotional distress or creates a reasonable fear of injury, such as stalking.
- Assault.

Weapons include but are not limited to:

- Guns
- Knives
- Mace
- Explosives
- Tasers
- Any item with the potential to inflict harm that has no common purpose.

The items on this list are examples only and not a complete list. No form of workplace violence is tolerated and possession of any weapon in the workplace or at a Southwire-sponsored event will not be tolerated. Violations of this policy will result in discipline, up to and including termination of employment.

No provision of this policy statement or any other provision in this policy alters the at-will nature of employment with the Company. We will make the sole determination of whether and to what extent, threats or acts of violence will be acted

upon by the Company. In making this determination we may undertake a case-by case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.

## Anti-Retaliation

Southwire strictly prohibits and does not tolerate unlawful retaliation. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation or other form of retaliation for participating in any activity protected by law.

Examples of protected activities include:

- Lodging a good faith internal complaint (written or oral) with the People & Culture Department or Company management specifically opposing unlawful discrimination or harassment or complaining about violations of wage and hour law (for example, if an employee believes the employee has been sexually harassed or not paid overtime that is owed).
- Filing a good faith complaint of unlawful discrimination or harassment with a government agency or in court.
- Participating in Southwire's internal investigation into allegations of harassment.
- Supporting another employee's internal or administrative complaint of unlawful discrimination (by, for example, testifying or providing an affidavit in support of a co-worker who has filed a complaint with a government agency).
- Requesting an accommodation for a disability or religious practice or belief under any federal, state or local statute, including the Americans with Disability Act.
- Requesting or taking leave under the Family and Medical Leave Act or state leave statutes.
- Filing a worker's compensation claim.

The examples above are not a complete list. No form of retaliation for any protected activity will be tolerated. Any employee, regardless of position or title, who has subjected an individual to harassment in violation of this policy, will be subject to discipline, up to and including termination of employment.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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