

Social Media Policy

Kinetic Supply-Chain Services, LLC (KSCS) acknowledges that the use of social media such as, but not limited to, Facebook, Instagram, Twitter, LinkedIn, YouTube and of other networking tools or platforms, such as chat rooms, newsgroups, websites, blogs and Wikis (hereinafter "social media") are part of today's common routine. While these social media offer new ways of collaboration and communication, by their reactivity and global access, they also challenge one's responsibility as they engage interactively with the company, colleagues, customers, suppliers and any other reader.

This policy is intended to present rules and guidelines in order to prevent tarnishing the public image of KSCS and to ensure that the KSCS workplace or reputation isn't negatively affected by social media, to prevent the unauthorized or inadvertent disclosure of sensitive company information and to urge the importance of each employee's responsibility in the use of social media.

- 1) This policy applies to all employees, consultants, agents and contractors (hereinafter "employees") of KSCS and applies to all social media usage, whether at work or beyond work hours. For employees, compliance with this Policy is a condition of employment. For agents, consultants and contractors, compliance with this Policy is a condition of continuing to perform services for KSCS.
- 2) The use of social media is subject to other KSCS Policies, such as, but not limited to, Information Security Policy, Privacy Policy, Disclosure Policy and Code of Ethics.
- 3) Employees are prohibited from speaking or commenting on behalf or in the name of KSCS. If an employee uses social media to discuss or otherwise comment on a KSCS related topic, he must do so by clearly stating that his/her post is strictly personal and does not represent KSCS' position, unless authorized to do so.
- 4) Employees are prohibited from publishing or otherwise using the KSCS logo, banner or any other KSCS intellectual property.
- 5) Employees are prohibited from disclosing, sharing or using confidential information, KSCS business or personal information in their possession, or any other of KSCS partners', suppliers', customers' or employees' information obtained in the course of employment.
- 6) Employees are prohibited from engaging in illegal, harassing, threatening, discriminating, slanderous, obscene or otherwise inappropriate comments about KSCS or a KSCS employee, supplier, customer or anyone associated or doing business with KSCS. Employees should ensure they do not become in conflict or create an adversarial situation with anyone concerning KSCS business. All communication should be made in the utmost professional, respectful and courteous manner.

- 7) Employees must refrain from communicating any false or misleading information about KSCS' business. In the event this occurs and employees realize the mistake, they must correct the information as soon as possible.
- 8) In any postings regarding KSCS, employees must always identify themselves correctly and refrain from claiming to be someone else.
- 9) Once postings are on the Internet, they remain there, even if the content is later deleted. Employees shall be conscious that any postings are or may become public and can affect KSCS' reputation. Employees will be personally responsible for postings and damages they may cause.
- 10) Before using social media concerning KSCS, employees should always refrain from posting anything that gives them any doubt or otherwise makes them even the slightest bit uncomfortable.

KSCS actively monitors references, discussions and comments about its brand over social media. Accordingly, any employee, agent or contractor who refers to, discusses or otherwise comments on the KSCS brand over social media should expect that KSCS will review such postings.

A contravention of this Policy by an employee may result in disciplinary action, up to and including termination of employment or contract.