



Social Media Code of Conduct

At SCG, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and coworkers around the world. Use of social media, however, also presents certain risks and carries with it certain responsibilities. This social media code of conduct should help guide your use of your personal social media accounts when talking about SCG, its operations, or your activities with SCG and help you avoid using your personal social media accounts in a way that could affect your job performance, the performance of others, or SCG's business interests.

This code of conduct applies to ALL employees who work for SCG.

Why We Need This Code of Conduct

SCG fully respects the legal rights of our employees. In general, what you do on your own time is personal to you. However, activities inside or outside of work that adversely affect your SCG job performance, the performance of others, or SCG's legitimate business interests are a proper focus for company policy under state and federal law. These guidelines are provided to ensure safe and appropriate use of social media accounts by SCG employees.

Have Fun, But Be Smart

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks that are involved. Use sound judgment and common sense. Keep in mind that any conduct that adversely affects your job performance or the performance of fellow employees or otherwise adversely affects clients, suppliers/vendors, people who work on behalf of SCG, or SCG's legitimate business interests may result in disciplinary action up to and including termination. We reserve the right to monitor social media accounts that make references to SCG or our clients to ensure they adhere to this code of conduct.

Know and Follow the Rules

Carefully read this code of conduct. Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Remember: Only those officially designated as SCG social media channel operators can use social media to speak on behalf of the corporation in an official capacity, though employees may use social media to speak for themselves or to exercise their legal rights under the National Labor Relations Act.

Employee Social Media Code of Conduct

When you mention SCG or are talking about SCG and your activities with SCG on your personal social media accounts, the following guidelines apply:

1. Be respectful to SCG employees, clients, and suppliers/vendors and to anyone who works on behalf of SCG.
2. Avoid profanity. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, pornographic, threatening, or intimidating.

3. Do not harass others. Do not post content that might constitute harassment (including sexual harassment) or bullying. Examples of such conduct might include posts meant to harm someone's reputation or that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.
4. Do not disparage others. Do not disparage SCG employees, clients, or suppliers/vendors or anyone who works on behalf of SCG. (Note: Because SCG is a federal government contractor this applies to all federal employees and officials.)
5. Do not defame others. False statements that damage a person's reputation are unlawful.
6. Do not disclose confidential information with malicious intent. Do not disclose the trade secrets and confidential information of SCG or our clients. If you are not sure about what is confidential, check with the Human Resources Manager and the Vice President of Administration before you post the information.
7. Express only your personal opinions. Never represent yourself as an official spokesperson for SCG without SCG's permission or as a spokesperson for SCG's clients.
8. When in doubt, do not post. Be thoughtful about how you present yourself on online social networks. The lines between public and private and personal and professional are often blurred on online social networks.
9. Give credit where credit is due and do not violate others' rights. Show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including SCG's own copyrights as appropriate. Do not claim ownership of something that is not yours. Do not post photographs or other content unless you know the source and have permission.
10. Honor all of the terms of service and community rules that apply to third-party platforms.
11. Respect the privacy of others. SCG is committed to protecting the privacy of our clients. Keep in mind that it is unlawful to invade the privacy of another person.
12. Consider contacting your supervisor, contract/project/task manager, and/or the Human Resources Manager to discuss questions or concerns about your work or job-related assignments before you post information on social media.
13. Please contact the Human Resources Manager and Vice President of Administration for guidance if you would like to promote an SCG program, product, or service; announce your attendance at an SCG sponsored event; reach out to a sponsor, vendor, or author; or call attention to your activities with SCG on your own personal social media account. Please also review our Social Media FAQs, which are posted under the Human Resources section on the "Staff" tab of the SCG intranet. We want to make sure that any messages about SCG to the public and to our clients are consistent and accurate.
14. Don't forget your day job. Make sure that your online activities do not interfere with performing your job responsibilities or upholding your job commitments. Do not use an SCG e-mail address to register for social networks, blogs, or other online tools for personal use. Access to individual social media accounts should be limited to personal electronic devices and not be done on an SCG provided computer unless there is a legitimate work-related purpose and the Human Resources Manager or the Vice President of Administration has granted prior authorization.
15. Remember, the Internet is permanent.

Media Contacts

Employees should not speak to the media on SCG's behalf without contacting the SCG President or Vice President of Administration. All media inquiries should be directed to the Vice President of Administration.

Penalties

Use of social media can be fun and rewarding, but please be mindful that misuse may result in:

- a. Withdrawal, without notice, of access to information and/or information resources by SCG or our clients.
- b. Disciplinary action up to and including termination.
- c. Civil or criminal penalties as provided by law.

Computer and System Access

Computer and system access standards and practices are implemented to insure that the integrity, confidentiality, and availability of SCG information are not comprised. These standards and practices are administered by SCG's Information Technology department and must be adhered to by all employees working on SCG property or from remote locations, (including home-based staff or staff based onsite at a client facility).

An external network is provided for visitor and client access. Access to SCG's internal network through wireless or cable connections cannot be granted without prior approval of the IT department. Employees are responsible for making sure that vendors/supplies, consultants, and visitors are granted access only to approved systems, do not access or obtain confidential information during the course of authorized use of SCG's systems, and follow logout procedures. When sharing SCG information with third parties, employees must ensure a secure exchange of the data.

Employees may not disable virus control software and should check all files from external sources for viruses before using them on SCG networks or equipment. Please refer to SCG's Acceptable Use Policy for additional information regarding the use of computer equipment at SCG.