



Rules of Conduct

When participating on the platform, we urge you to act appropriately to establish and maintain a friendly and professional working atmosphere. Accordingly, please keep the following guidelines in mind:

1. Speak on Your Own Behalf: Although made on TCCC's systems, your posts are individual interactions, not corporate communications; you should post from the "I" rather than "we" perspective. Only fellow employees officially designated by TCCC have the authorization to speak on behalf of the company. Do not impersonate any other individual on platform; you must always use your true identity. Inappropriate Content and/or use of the platform could result in adverse consequences for both the company and other individuals involved, including potential legal and disciplinary actions.
2. Post Only What You Would Say in a Meeting. Your use of the platform should focus on celebrating achievements of your fellow employees. Be professional and respectful of fellow employees in your communications. We encourage you to adopt a conversational tone in your posts, but remember that conversations on the platform still occur at the workplace. Do not post anything you would not say in a meeting. Use your common sense and best judgment to determine whether your posts are appropriate, and if you have any doubts, pause to consider how others might interpret or misinterpret your message. Avoid generalizations and exaggerations, and recognize when your posts contain speculation or opinion as opposed to facts. You may always check with your manager if you have questions, but you are ultimately responsible for anything you post. Do not post any materials that constitute advertising, spam, an offer to sell or buy any goods or services, a "chain letter," an investment opportunity or similar solicitation.
3. Add Value: Use your common sense and best judgment in whatever you post. Posts that add value include those that encourage a sense of community and promote TCCC's core values. Recognize that your fellow employees will read your posts for many different reasons. New employees may read your posts to learn about their new colleagues. Managers may read your posts to find unique skills you and others may have that could benefit TCCC. People with similar work-related interests may reach out to form affinity groups. Keep these different purposes in mind when considering what you post.
4. Respect Your Fellow Employees and Others. TCCC is a global company and its employees reflect a diverse set of values and customs. Be respectful of other people's ideas, opinions and expectations. Do not make comments about your fellow employees that are insulting, offensive, disrespectful, discriminatory, or otherwise unprofessional, especially if these concern, or might be construed to concern, an employee's sex, race, religion, sexual orientation or national origin, which may result in legal liability and/or disciplinary action for the poster. Posts should not undermine the quality of the workplace environment. Do not post links to third-party websites and other resources containing offensive or otherwise inappropriate content, or content that violates these Rules of Conduct.
5. Respect TCCC's Products. Do not disparage TCCC's products or services. Keep your posts constructive. For example, your post will accomplish more if you are respectful and offer a realistic alternative.
6. Protect Business and Confidential Information: Some information may be subject to restricted access, such as TCCC's financial information, future business performance or business plans; non-public financial earnings, losses, projections, budgets; news of a proposed merger, acquisition or sale; the gain or loss of a major contract; changes in management; non-public financial results, deal terms and other sensitive information. You should be mindful of any access restrictions when posting information on the platform.



7. Guidelines for Photos and Videos: The platform allows you to post a photo and videos of yourself, if you wish to do so. The photos and videos should meet the following guidelines:
 - The photo/video is only of you;
 - Post group photos/videos or photos/videos of others only with others' consent;
 - Wear appropriate attire (casual or formal, depending on the context);
 - Ensure background is appropriate (e.g., does not reveal confidential information); and
 - Choose an appropriate pose and language (e.g., no vulgarity).
8. Do Not Tamper with the platform. Do not attempt to gain unauthorized access to any portion or feature of the platform, in particular, by probing, scanning or testing the vulnerability of the platform, hacking it or performing any other illegitimate action.
9. Protect the platform's Security. Do not allow unauthorized third parties to access the platform or your (mobile) device from which the platform can be accessed. For instance, do not give access to your credentials, leave your mobile device lying around or reproduce screenshots of the platform's Content. You agree to notify TCCC immediately of any unauthorized access to, and use of, the platform, or any other breach of platform security.
10. Respect Applicable Laws. Do not use the platform for any fraudulent or unlawful purpose. Respect copyright, trademark, privacy, financial disclosure, libel, defamation, data protection and all other laws. Obtain permission before posting material belonging to others, such as photographs, videos or articles, including by "reposting" information from other sites. Do not use any information you learn by accessing the platform for your own benefit or for the benefit of any other person or entity (e.g., insider trading) other than TCCC.