

# JT Timber Falling, Inc.

## Social Media Policy

JT Timber Falling, Inc. recognizes blogs, networking sites, and other social media (collectively referred to as “social media”, defined below) as a common way to communicate. This policy applies to employees’ participation in social media at any time that they give the appearance of speaking on behalf of the JT Timber Falling, Inc. or discuss the JT Timber Falling, Inc. Employees are responsible for the content they publish on social media and should use good judgment. Employees should be mindful that the things they say or do on social media are publicly available and searchable and may be forever accessible, which can be then associated to JT Timber Falling, Inc. Comments, expressions, and other postings on social media must be honest and respectful of others; respect confidential, personal, and proprietary information; and comply with applicable local, state, and federal laws and JT Timber Falling, Inc. policies.

Since the majority of our work at JT Timber Falling, Inc. is carried out on Trinchera Blanca Ranch (the “Ranch”) we must all honor the Ranch policy for photo and video social media postings. The Ranch is private property and it is a privilege to provide our services on the Trinchera Blanca Ranch. As per Ranch policy, you agree that you will not take, use or transmit any photos or videos of Ranch structures (e.g. the Lake House, Chapel, etc.). Photos and videos should be respectful and the location should be unidentifiable.

**Social media definition:** Online, electronic, or Internet media, tools, communities, and spaces for social interaction, sharing user generated content, or public or semi-public communication. Social media typically uses web-based technologies to turn

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communication into interactive dialogues. Social media can take many different forms, including internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures and video, email, text, instant messaging, music- sharing, and chat, to name just a few. Examples of social media include but are not limited to the following: LinkedIn, Facebook, Instagram, Wikipedia, YouTube, Twitter, Pinterest, and blogs.

Violation(s) of the social media policy will be subjective to progressive discipline, up to and including termination.

Agreed: \_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Date