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## SOCIAL MEDIA POLICY

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn and Twitter; video-sharing sites such as YouTube; and e-mail) are a common means of communication and self-expression. Because online postings can conflict with the interests of Lab at Armen's Barrels LLC ("Company") and its customers, the Company has adopted the following policy.

Breach of this policy may result in counseling and disciplinary action, including termination of employment.

Whether you are a current or former employee of the Company:

- Do not disclose the Company's confidential or proprietary information, or personal identifying information of anyone at the Company, in online postings or publications. Sharing these types of information, even unintentionally, could result in harm to the Company and legal action against you.
- Do not incorporate the Company's logo or other intellectual property in a website, blog, chat room, video-sharing site, bulletin board or other social media.

Outside the workplace, employees have a right to participate in social media and networks using their personal identifiers (e-mail address, username, etc); however:

- Information and communications that you publish should not be attributed to the Company or appear to be endorsed by, or to have originated from, the Company.
- Company must preapprove in writing any Company-related posts or comments that are to be published on website, blog, chat room, video-sharing site, bulletin board or other social media.
- You are personally liable for all communications and information you publish anywhere online.

If you have a written permission by Company to maintain a website, blog, chat room, video-sharing site, bulletin board or other social media related to Company:

- You are responsible for reviewing responses to online posts and resolving any concerns about the propriety of the responses before they are posted.
- Obey the law and ethics rules. Do not post any information or engage in any online activity that violates applicable local, state or federal laws, or professional rules of conduct.
- Refrain from publishing comments about controversial or potentially inflammatory subjects, including politics, sex, religion or any other non-business related subjects in any posts or other online communications.
- Identify all copyrighted or borrowed material with citations and links. When publishing direct or paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
- If a blogger or any other online participant posts an inaccurate, accusatory or negative comment about the Company or any of its employees, do not respond to the post without the approval of the person you report to.

Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

I confirm that I have read, understand and agree to the above policy:

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date