



TEMPO

FLEXIBLE PACKAGING

Electronic Devices and Social Media

The intent of this policy is to distinguish what is acceptable electronic device use and what is disallowed by Tempo Flexible Packaging. This policy applies to all employees.



For the purposes of this Policy the following definitions apply:

- A. Electronic Device – Any tablet, iPad, cell phone, laptop, or device used to communicate or access the internet.
- B. Social Media – a variety of online communities including, but not limited to, chat rooms, communication sites, blogs and networking sites.

For the safety of all staff members and to maintain our quality standards, electronic device use is limited to break times and emergency use during working hours. During break times, electronic devices are permitted in non-work areas such as lunchrooms, locker rooms and smoking areas. Electronic devices may be used for work purposes by authorized individuals who may be documenting, reporting and communicating work related activities during working hours.

You may keep your cell phone on your person or in your desk for quick and easy access for emergency contact reasons or accessibility on your break time, however this is at your discretion and any damage or loss of your cell phone will be your responsibility.

WIFI access is password protected and monitored. The WIFI password will only be available to those authorized to have access and Lorrie Bain will be directed to allow certain employees/devices access. All other devices will be disconnected from the network.

Camera Phones and Social Media

1. Employees should conduct themselves with a high level of integrity and professionalism when using social media and should be conscientious of the



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effects that any negative, derogatory, racist, discriminatory, or inappropriate comments may have on Tempo Flexible Packaging.

2. Comments about the company that are potentially hazardous to the company's image may be grounds for disciplinary action.
3. Unless required to use social media for company purposes, an employee should not allow the use of social media to affect their ability to manage their responsibilities.
4. Company confidential information is not to be shared, published or posted on any social media site. Examples of this type of information include, but are not limited to, financial or legal information, employee personal information, trade secrets, operational or sales data, or anything else deemed private and confidential by Tempo Flexible Packaging. Human Resources is to be consulted if there are any uncertainties as to what encompasses confidential information.
5. Work accounts and personal accounts are to be kept separate.

For privacy reasons, employees are prohibited from taking photos of company facilities, company products or personnel using any camera functions on their cellular phones without expressed consent from Tempo Flexible Packaging. Permission should be acquired before posting any photos or information about the company. Photos taken within the facility and shared on social media can present risks to a company, potentially compromising trade secrets and customer information.

Any violation of this policy will be subject to disciplinary action, up to and including termination.

Lee-Anne Giglio
Chief Operations Officer

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