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1. Purpose of the Internet Access and Media Policy

This policy governs the publication of, commentary for and access to the following channels: Internet, media, print, email, and social media. The policy covers all employees of ACT-1 GROUP Inc. and all of its affiliated or subsidiary companies (“here after referred to as the ACT-1 GROUP or The Company”).

For purposes of this policy, “media” should be understood to include any internet, print, email, social media, magazine, periodical, blog, newspaper, technical bulletin, radio broadcast, television broadcast and podcast.

For the purposes of this policy, “social media” should be understood to include any website or forum that allows for the open communication on the internet including, but not limited to:

- Social Networking Sites (LinkedIn, Facebook, Google+, etc.);
- Micro-blogging Sites (Twitter, etc.);
- Blogs (including company and personal blogs);
- Online Encyclopedias (Wikipedia); and
- Video and photo-sharing websites (YouTube, Flickr, SlideShare and Pinterest)
- Review sites (Yelp, Indeed.com, Glassdoor, etc.)

For purposes of this policy, “news media” should be understood to include members of the news press (such as newspapers or radio/TV broadcasters), any organization interested in publishing stories or commentary about items of interest (such as think tanks or opinion commentators), or other similar groups. Member of the news media could publish their stories in any type of media, Internet or social media.

For purposes of this policy, Applewood shall be understood to refer to the ACT-1 GROUP’s inter-company website located on the ACT-1 GROUP network at <http://applewood.ain1.com/home.asp>

This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the Internet. Breach of this policy may result in counseling and disciplinary action, including termination of employment.

Key Contacts

If you have any questions or need clarification about the Internet Access and Media Policy, please direct your questions as follows:

- Marketing – VP of Enterprise Development at marketing@ain1.com
- HR – VP of HR at dguzman2@mail.all-in-1.com



2. Section 7 of the National Labor Relations Act (NLRA)

For the purposes of clarity, nothing in this policy shall be interpreted to constrain, restrain, or restrict any employee's rights under Section 7 of the National Labor Relations Act (NLRA). Any section of this policy that appears ambiguous or overbroad shall be interpreted to allow any employee their full rights under the NLRA. It is the expressed wish and desire of the ACT-1 GROUP to ensure that all of its employees enjoy the full protection of the NLRA and the ACT-1 GROUP will not attempt to use any portion of this policy to restrict those rights. This clause and any reference to the NLRA in this policy shall also include any other related or applicable law or regulation which governs or protects worker rights or activities.



3. Employee Responsibility for Using Social Media

Employees may use approved social media platforms as necessary in the course of their normal business routines in support of the ACT-1 GROUP's business goals and objectives or for protected activity under Section 7 of the NLRA. Any conversations on social media with others must be related to your current job function or for protected activity under Section 7 of the NLRA. The term business use shall include any protected activity under Section 7 of the NLRA.

ACT-1 GROUP employees are free to use, view, publish or comment via social media only in accordance with the policy. ACT-1 GROUP employees are subject to this policy to the extent they identify themselves as an ACT-1 GROUP employee (other than as an incidental mention of place of employment in a personal blog on topics unrelated to ACT-1 GROUP).

Employees using their work-related social media accounts, or their personal social media accounts for work purposes, are not authorized to make nor shall they make any negative posting or comments about any former or current Company customer, job candidate or employee on any social media account used by that customer or person. Employees are expressly forbidden to use social media to conduct any form of invoicing, billing, payment inquiry or collection activity.

Employees may not share any personal information about clients, ACT-1 GROUP employees or job candidates during their use of social media. This includes both work-related and personal use of social media.

Acceptable Use at Work

Acceptable use of social media for work purposes, for the listed approved social media platforms, include:

LinkedIn

- Updating and refining your profile
- Posting a status update, asking or answering Business Related questions to keep your name in front of your network, including posting a job in your status, Summary section or Group
- Connecting with your contacts
- Searching for people to add to your network
- Conducting research on current or potential connections – whether they are job seekers, clients or other people of interest
- Following and researching target and client companies
- Reviewing activity of your contacts
- Learning from news articles posted in LinkedIn Today
- Liking and sharing posts from your company's LinkedIn Company Page
- Building up your subject matter expertise by participating in Groups
- Linking to other work related approved social media postings.

Facebook

- Liking, commenting and sharing content posted in your Facebook Company Page
- Searching for and connecting with job candidates using Facebook Search
- Connecting with possible job candidates via Facebook messaging
- Sharing jobs posted on the Facebook Careers tab
- Sharing events posted on Facebook



- Conducting research on current or potential connections – whether they are job seekers, clients or other people of interest
- Linking to other work related approved social media postings
- Following Act-1 Group companies and affiliates, and client/target companies

Google+

- Liking, commenting and sharing content posted in the Google+ page
- Searching for job candidates using Google search
- Connecting with possible job candidates via Google+ messaging
- Sharing events posted on Google+
- Conducting research on current or potential connections – whether they are job seekers, clients or other people of interest
- Linking to other work related approved social media postings.

Twitter

- Reviewing our company Twitter feeds to find articles for learning and sharing with your network
- Searching Twitter to find job candidates
- Searching Twitter to find other content to share with your network
- Posting jobs on Twitter
- Sharing links from Tweets
- Linking to other work related approved social media postings.

Yelp

- Reviewing, sharing and liking reviews posted on a branch's Yelp page
- Linking to other work related approved social media postings
- Employees should refrain from checking into Yelp ACT-1 location with the intent to become the duke/duchess (or check-in leader) of the location
- Employees should not leave a review for any ACT-1 location on Yelp
- Employees should not reply or comment on any reviews posted on Yelp

Pinterest

- Reviewing, sharing and re-pinning pins posted to the AppleOneCareers page
- Linking to other work related approved social media postings.

YouTube

- As of this time, we are not posting any videos in YouTube and access to this site will be limited
- Linking to other work related approved social media postings.

FourSquare

- Reviewing and sharing reviews posted on a branch's Yelp page
- Linking to other work related approved social media postings.
- Employees should refrain from checking into FourSquare Act-1 location with the intent to become the mayor (or check-in leader) of the location

The Acceptable Use for Work list may be revised at any time, and any new social media sites will be evaluated and added to the Acceptable Use for Work list as considered necessary.



Associates are responsible for making sure that their use of social media for work purposes does not prevent the employee from carrying out the normal activities of their position.

Using Social Media for Work

Employees should only use social media during working hours or on equipment provided by **The ACT-1 GROUP** for work-related or job-related use (which includes protected activity under the NLRA) and pursuant to the Acceptable Use at Work identified under this policy. With the exception of LinkedIn, Employees should avoid using **ACT-1 GROUP** provided email addresses to register on social networks, blogs or other websites for personal use. Employees may want to use their ACT-1 GROUP email account as their primary email because they wish to receive notifications and alerts via their work email instead of their personal email. In any case, we support LinkedIn's strong recommendation that all LinkedIn accounts should include at least two email accounts.

If employees are using an ACT-1 GROUP email account on LinkedIn, they must also provide a secondary personal email address during registration. Any other account set up to use an ACT-1 GROUP email shall be considered for business use and is property of the ACT-1 GROUP.

Following Media Email Signature Policy

In order to emphasize the importance of consistent marketing messages and media on our business, all internal Act-1 employees should adhere to the approved email signature template and include our mission and links to our website. Note that it is optional to include links to our primary social media accounts in their email signatures. Employees should refer to the media email signature template at on Applewood at <http://applewood.ain1.com/SalesMarketing/SocialMediaEmailSig/> for additional instructions and usage.

Business-Related Internet and Social Media Accounts

Only Corporate Marketing or those approved by Corporate Marketing may set up and post to business-related internet and social media accounts – including Facebook, LinkedIn Groups, Google+, Pinterest, YouTube and Twitter.

Individuals may not set up business-related social media accounts for their offices, branches, division, customers or for themselves (except for NLRA protected activity).

All business-related social media accounts and related postings maintained by employees for marketing and/or networking purposes remain the property of ACT-1 GROUP. All information such as contacts, postings, ideas, and including the account itself (with the login and password) are property of the ACT-1 GROUP. All login and passwords for business-related social media accounts should be forwarded to the VP of Enterprise Development and returned to ACT-1 GROUP at the end of the employee's employment. Further, no employee is authorized to alter or delete a business account after learning of their termination.

If you disclose your affiliation with the ACT-1 GROUP in an online communication then you must treat all communications associated with the disclosure as professional in nature and governed by this policy.

Negative Comments and Complaints in Social Media Accounts

Only Corporate Marketing and those approved by Corporate Marketing may respond to negative comments posted on our social media accounts. If you see a comment that may need attention and which looks like it has not been seen by Corporate Marketing, you should notify Corporate Marketing directly at marketing@ain1.com.



If you see any comments that violate our sexual harassment policy or contains any reference to or threats of violence, you should immediately notify the HR department or contact the HR Crisis Hotline at 800-270-9120 which is open 24 hours a day 7 days a week, 365 days a year.

Employees Are NOT Authorized to Speak on Behalf of the Employer, Unless Explicitly Given Permission

Employees should never represent himself or herself as a spokesperson for ACT-1 GROUP or other co-workers, clients, customers, colleagues or other individuals who work on behalf of or who are associated with ACT-1 GROUP. If an employee chooses to post online content relating to ACT-1 GROUP, the employee should make it clear that he or she is not speaking on behalf of ACT-1 GROUP.

Any online activity relating to or impacting the employer should be accompanied by a disclaimer stating that “the posts on this website are my own and do not necessarily reflect the views of ACT-1 GROUP.” This disclaimer should be visible and easy to understand and posting in the same language and font size of the post itself.

Do Not Post Confidential Information

Employees should aim to protect ACT-1 GROUP’s trade secrets and private, confidential and proprietary information. Employees should make sure that online postings do not violate any non-disclosure or confidentiality obligations and disclose ACT-1 GROUP’s trade secrets and confidential and proprietary information. Do not disclose the Company’s confidential information, or personal identifying information of anyone at the Company or of our clients or customers or our candidates or our employees, in online postings or publications. Sharing these types of information, even unintentionally, could result in harm to the Company and legal action against you or the Company. Such unauthorized disclosures will result in you being subject to disciplinary action, up to and including termination. Never identify a client, co-worker, or candidate in social media postings without their express consent.

For clarity while the ACT-1 GROUP will protect and treat as confidential employee private information the terms of your employment (such as wages or salary); the ACT-1 GROUP is not restricting any employee’s rights under any part of Section 7 of the National Labor Relations Act, which includes but is not limited to discussing one’s own terms of employment in personal, on social media or via any other method of communication. This means that ACT-1 GROUP employees are allowed to post or discuss their personal terms of employment but they are not allowed to disclose the terms of employment of other employees.

Post-Employment Responsibilities for Social Media

Once your employment with the Company has been terminated (voluntary or not), you are required to remove any reference on any business and any personal social media site you own or manage that you still are employed, work for, or are in any way presently associated with the Company. You may still list the fact you worked for the Company and your past job duties but in no way should that social media site make it appear you continue to or are still employed or associated with the Company. The Company’s name and logos are trademarked and property of the Company. Any statement that you still work for the Company post-employment is a material misrepresentation of the truth for which the Company may take legal action. In such case you agree not to oppose any such action by the Company to correct any such statement or to remove any offending webpage. You will also not log onto any ACT-1 GROUP business related social media account you managed after your termination except for the initial correction of your employment status with the ACT-1 GROUP. If an additional correction is needed, contact the Corporate Marketing Department.



Respect Financial Disclosure Law

Employees should keep in mind that it is illegal to communicate or provide a tip on or about inside information. This may also violate other applicable ACT-1 GROUP policies.

Be Mindful of Copyright and Intellectual Property Laws

Employees should be careful to comply with all copyright, trademark and intellectual property laws. Further, identify all copyrighted material with citations and links to the original source.

Retaliation Prohibited

ACT-1 GROUP prohibits taking negative action or retaliating against any employee for reporting a possible violation of this social media policy or cooperating in any investigation with respect to a potential social media policy violation. Any employee who retaliates against any employee for reporting a possible deviation from this policy or for cooperating in any investigation will be subject to disciplinary action, up to and including termination.



4. Employee Social Media Guidelines

Think Before Posting

In general, employees should think carefully before posting online, because most online social platforms are open for all to see and once something is posted it can never truly be deleted. Despite privacy settings, employees cannot always be sure who will view, share or archive the information that is posted.

Before posting anything, employees should remember that they are responsible for what is posted online. Employees should carefully consider the risks and rewards with respect to each posting. Employees should remember that any conduct, online or otherwise, that negatively or adversely impacts the employee's job performance or conduct, the job performance or conduct of other co-workers or adversely affects clients, customers, colleagues or associates of The ACT-1 GROUP or The ACT-1 GROUP's legitimate business interests (excluding protected NLRA activities) may result in disciplinary action, up to and including termination. If employees have any doubt about what to post online, *it is probably better not to post*, since once something is placed in cyberspace; it is often difficult if not impossible to retract the information.

Employees should use their best judgment and exercise personal responsibility when posting to any social media.

Demonstrate Respect

When posting anything online, employees should always be fair, courteous and respectful to co-workers, clients, customers, colleagues and other individuals. Employees should never use profanity when using social media for business purposes. If an employee decides to post a complaint or criticisms, the employee should avoid using any statements, photographs, video or audio that may be viewed as obscene, physically threatening, harassing or abusive of co-workers, clients, customers, colleagues or other individuals. Employees should refrain from engaging in offensive postings that may create a hostile or abusive environment to include such disparaging remarks about race, sex, sexual orientation, age, gender, gender identity, national origin, color, disability, veteran status, marital status, ethnicity, religion or any other protected class.

Politics

While we all have views on various political topics, due to the controversial nature of some items you may not post any political related comments or related items (except if it deals with a protected activity under the NLRA). Remember you are posting for business related purposes and the ACT-1 GROUP wishes to focus its activities on business related topics.

Be Accurate and Honest

Employees should always be accurate and honest in posting any news or information to social media and quickly correct any mistakes or errors. Employees should never post any information which is known to be false.

Act Appropriately

Employees should act appropriately when posting online. Any online behavior should be consistent with the employer's policies and practices with respect to ethics, confidential information, discrimination and harassment. An employee's exercise of NLRA rights shall never be deemed inappropriate (either in person or online). So because online tone can be interpreted in different ways by readers, employees



should not engage in any online conduct that would not be acceptable or appropriate in the workplace, including discriminating or stereotypical remarks, threats, intimidation, harassment, insults, slander, defamation or pornography.

Personal Use of Social Media

Employees should make sure that online activities do not prevent the employee from fulfilling their job duties. Employees must establish that all opinions are their own and not those of ACT-1 GROUP.

Outside the workplace, you have a right to participate in social media and networks using your personal e-mail address and personal computers. However, information and communications that you publish on personal online sites should never be attributed to the Company or appear to be endorsed by, or to have originated from, the Company.

The ACT-1 GROUP also respects all employees' rights under Section 7 of the National Labor Relations Act (NLRA). However all employees are encouraged to fully understand what is and what is not a protected activity under the NLRA. Any non-protected activity (such as sexually harassing remarks about fellow employees) on social media (work related or personal) will not be tolerated and can subject you to disciplinary action, up to and including termination.

You may express your personal views or conduct NLRA protected activity in your personal use of social media. This includes the right to complain about un-identified co-workers or manager or clients, discuss terms of your employment (to include wages) or the employment of other employees who have already disclosed those terms on the applicable social media posting (but not to disclose the terms of employment of others yourself), remark about working conditions, discuss possible union issues, or any other protected activity under any applicable law or the NLRA. However, all such comments should not violate any laws or rights of other individuals or entities. See the other section of this policy of further details.

Reference Requests and Comments about Current and Former Employees

Direct all requests for references for current or former Company employees to the Human Resources Department. Comments you post about current and former employees can have legal consequences, even if you make the comments personally and not on the Company's behalf.

Report Violations of Social Media Policy to Human Resources

If you see or are aware of any activity that violates our social media policy and are not protected activities under the NLRA, you should immediately notify the Human Resources Department



5. Current Social Media Accounts

The ACT-1 GROUP's maintains the following social media sites. Any site not listed below is not an authorized site and no business related activity (excluding any protected activity under the NLRA) will be authorized under this policy on any site not so listed. Please contact the Corporate Marketing Department at marketing@ain1.com should you learn of any other social media site which appears to be related to the ACT-1 GROUP, but not managed by the Corporate Marketing team.

AppleOne

- Facebook Company Page
 - <http://www.facebook.com/appleonecareers>
- Twitter
 - AppleOneWorks – <https://twitter.com/#!/AppleOneWorks>
 - AppleOneHires - <https://twitter.com/#!/AppleOneHires>
- LinkedIn Company Page
 - <http://www.linkedin.com/company/AppleOne>
- Yelp
 - Each branch has a URL on Yelp – www.yelp.com
 - The easiest way to find your local branch is to go Yelp and searching for a branch or by Googling “AppleOne, City, Yelp” and the search results should be in the top 5 to 10
- Company blogs
 - Employer - <http://www.appleone.com/employers/blog/>
 - Jobseeker - <http://www.appleone.com/jobseekers/blog/>
- YouTube
 - <http://www.youtube.com/user/AppleOneEmployment>
- Pinterest
 - <http://pinterest.com/appleonecareers/>
- Google+
 - <https://plus.google.com/+appleone/>
- Tumblr
 - <http://appleonecareers.tumblr.com/>
- Slideshare
 - <http://www.slideshare.net/AppleOneEmployment>
- Foursquare
 - Each AppleOne branch is set up on Foursquare and you can locate an office by Googling the office name and city; as in “AppleOne Beverly Hills Foursquare” to find the Beverly Hills office

ACT-1

- Facebook Company Page - <http://www.facebook.com/Act1Careers>
- LinkedIn Company Page - <http://www.linkedin.com/company/act-1>

All's Well

- Facebook Company Page - <http://www.facebook.com/AllsWellHealthCareServices>
- LinkedIn Company Page - <http://www.linkedin.com/company/all-s-well-health-care-services>



AT-Tech

- LinkedIn Company Page - <http://www.linkedin.com/company/at-tech>

Agile-1

- Facebook Company Page - <http://www.facebook.com/agile1family>
- LinkedIn Company Page - <http://www.linkedin.com/company/agile-1>

AppleOne Payroll

- LinkedIn Company Page - <http://www.linkedin.com/company/1573773>
- Twitter – <https://twitter.com/appleonepayroll>
- Facebook - <http://www.facebook.com/pages/AppleOne-Payroll/153395684734041>

A-Check

- LinkedIn Company Page - <http://www.linkedin.com/company/1658274>
- Twitter – http://twitter.com/a_checkamerica
- Facebook - <http://www.facebook.com/pages/A-Check-America-Inc/128390863857047>
- Google+ - <https://plus.google.com/b/105450279363703542802/#105450279363703542802/posts>



6. Media Policy

This section addresses the various uses of media at the ACT-1 GROUP.

Interviews, Press Releases and Other Media Channels

Employees are not authorized to speak on behalf of the ACT-1 GROUP and may not participate, except for NLRA protected activities, in any interview, press release or other media channel broadcast without the express permission of the Vice President of Enterprise Development. All press, public relations and marketing inquiries should be referred to the Corporate Marketing department.

Logo Usage

Except for business related purposes, employees are not allowed to use logos of the ACT-1 GROUP or its affiliates without express permission from the Corporate Marketing department. When using the logo of the ACT-1 GROUP or its affiliates, employees must use the approved corporate marketing version of the logo. These logos are maintained on Applewood. If you are in doubt about any logo or its usage, please contact the Corporate Marketing department with any questions.

Company Description, Vision, Mission, Values and Messaging

When including company description(s), Vision, Mission, Values and Messaging statements on any correspondence, communication, job posting, social media site or other media, employees must use the approved language for that description. You can find this information in the About Section of each website or on the appropriate company LinkedIn page. If you have any questions about acceptable verbiage, please contact the Corporate Marketing department at marketing@ain1.com.

Collateral Marketing Materials

Employees may only use the approved branded collateral marketing materials, such as branded pens or other giveaway items, which are maintained on Applewood. Requests for special collateral marketing materials should be made by contacting the Corporate Marketing department at marketing@ain1.com.

Business Cards

Employees must use the approved vendors when creating company business cards. These business cards must include company authorized logos and company naming conventions, and must follow company guidelines.

Photos and Videos

Employees may not upload pictures or videos of company or office events, employees, job candidates, or clients on to any media or internet website without written permission from the Corporate Marketing department. However using photos for NLRA protected activities is permitted provided that any such photos must not show any unique physical characteristic that could be used to identify a person and at a minimum all faces must be obscured.

Use of Client and Candidates Names

Employees may not disclose the names of any clients, employees, or job candidates in any media accessible by someone other than a client or employee of the ACT-1 GROUP without the express permission of the Corporate Marketing department.



7. Voice Mail and E-Mail Policy

The Company's Voice Mail system and E-mail system are the sole property of the Company and intended for business purposes only. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, all communications, including phone, voice mail, and Company electronic mail or personal email accessed on a Company machine or via a Company channel of communication, may be reviewed, monitored and/or recorded from time to time without notice by the Company. Therefore, any private, confidential communications between our employees and others should be made on non-Company equipment.

Accessing outside email accounts from Company equipment is also prohibited. Company equipment and the Company's E-mail system may not be used for personal purposes for any purpose other than a legitimate use for the benefit of the Company or for protected NLRA activities.

THE COMPANY RESERVES THE RIGHT TO LISTEN TO VOICE MAIL MESSAGES AND TO ACCESS COMPANY E-MAIL MESSAGES OR PERSONAL EMAIL ACCESSED ON A COMPANY MACHINE OR VIA A COMPANY CHANNEL OF COMMUNICATION, TO ENSURE COMPLIANCE WITH THIS RULE, WITHOUT NOTICE TO THE EMPLOYEE AND/OR IN THE EMPLOYEE'S ABSENCE.

It may be necessary to assign and/or change "passwords" and personal codes for the voice mail, Company e-mail, business related social media accounts, and/or computers. These items are to be used for Company business and they remain the sole property of the Company. The Company may keep a record of all passwords/codes used and/or may be able to override any such password system.

The use of passwords does not ensure privacy.

The Company strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, the Company prohibits the use of the E-mail system in ways that are disruptive, offensive to others, or harmful to morale except for or for protected NLRA activities which must be free of illegal discriminatory, threats of violence, obscene or illegal harassment. For example, the display, transmission or forwarding of e-mail that contain sexually suggestive objects or pictures, sexually explicit images, messages, cartoons or posters, jokes, suggestive or obscene letters, notes or invitations, are strictly prohibited. Sending and forwarding of e-mail that may be offensive to others and involve protected classes race, sex, sexual orientation, age, gender, gender identity, national origin, color, disability, veteran status, marital status, ethnicity, religion or any other protected class is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, derogatory or racial comments, epithets, off-color jokes, , or anything that may be construed as harassment, or illegal.

Company e-mail and computers may not be used to solicit others for non-Company commercial ventures, religious or political causes, outside organizations (except for protected NLRA activities), or other non-business matters.

Postings for open internal staff positions must be approved by your Regional Manager and the ACT-1 GROUP Human Resources Department before sending E-mail messages concerning this subject.



Internet Access and Media Policy

Employees should notify their immediate supervisor, the ACT-1 GROUP Human Resources Vice President or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination.



8. Confidentiality of Electronic Data and Communications

The Company uses various forms of electronic communication including, but not limited to computers (personal and laptops), telephones (cellular and cordless), fax machines, and all on-line services paid for by the Company. The computer system, including hard drives, computer files, communications, electronic equipment, cell phones, and software furnished to employees remain the sole property of the Company and are to be used only for Company business and not for any personal use.

The computer systems contain and utilize information that is the confidential and proprietary property of the Company and may not be copied, published, or disclosed to others without written authorization of the President or Chief Financial Officer of the Company. Information in this system must be kept only in the Company's system or confidential files when not in use.

All communications, including computer and fax, may be monitored and/or recorded from time to time without notice by the Company. Therefore, any private, confidential communications between our employees and others should be made on non-Company equipment.

The company purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Company does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement.

Electronic communication/media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against Company policy or not in the best interest of the Company except for or for protected NLRA activities which must be free of illegal discriminatory, threats of violence, obscene or illegal harassment.

The Company provides Internet access to its employees to assist and facilitate business communications and work-related research. These services are for business use only in the course of an employee's assigned duties. The Company reserves the right to monitor employee Internet use at any time. Employees should not consider their internet usage to be private. Personal passwords are not an assurance of confidentiality, and the internet itself is not secure. The Company also reserves the right to access and review electronic files, messages, mail, etc. and to monitor the use of electronic communications on Company machines or that pass via Company channels of communication as is necessary to ensure that there is no misuse or violation of Company policy or any law. Use of the internet for personal purposes on Company machines or via Company channels of communication is prohibited and a violation of Company policy.

Any information about the Company, its products, services, or other types of information that will appear in the electronic media about the Company, except for NLRA protected activities, must be approved by the President before the information is placed on an electronic information source. Any NLRA protected activity or communication can be made by any employee without any approval. Employees are not permitted to access the electronic communications of other staff or third parties



unless directed to do so by Company management. Violation may lead to disciplinary action up to and including termination.

Internet screens are equivalent to a poster or sign in an office. Offensive materials displayed on an employee's monitor could create a hostile work environment. Connecting to, posting, or downloading sexually-oriented information, engaging in computer-hacking and related activities, and attempting to disable or compromise the security of information contained in Company computers is not allowed. Violation of this policy could result in disciplinary action up to and including termination.

Employees who misuse Company equipment and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment or related actions will be subject to immediate termination. For clarity, this section does not include protected activity under the NLRA.

Employees given offsite access to Company information or computer systems via virtual private networking or other means of telecommunication access are limited to the user login issued for the access. Offsite access logins are not to be shared.

Any software or other material installed by the Company on its computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Employees may not install software in Company computer systems unless authorized to do so in writing by the Company. Employees may not download instant messaging and entertainment software, games or any other software unrelated to their work unless for use in protected NLRA activities.

All electronic information created by any employee using Company property and any means of electronic communication is the property of the Company and remains the property of the Company. Passwords may be used for purposes of security, but the use of the password does not affect the Company's ownership of the electronic information.

The Company will override all passwords if it becomes necessary to do so for any legitimate reason. Employees who use cell phones, cordless phones, portable computers and fax communications may not use these methods for communicating confidential or sensitive information or any trade secrets.

For clarity while the ACT-1 GROUP will protect and treat as confidential employee private information the terms of your employment (such as wages or salary); the ACT-1 GROUP is not restricting any employee's rights under any part of Section 7 of the National Labor Relations Act, which include but is not limited to discussing one's own terms of employment in personal, on social media or via any other method of communication. This means that ACT-1 GROUP employees are allowed to post or discuss their personal terms of employment but not disclose the terms of employment of other employees.

Questions about this policy for access to electronic communications or issues should be addressed to the All-In-One Human Resources Vice President. Any violation of this policy may result in loss of computer access and/or disciplinary action, including termination.



9. Media Relations

Statements may not be made to the news media regarding the Company, its officers, employees or related entities without prior written authorization from the Corporate Marketing Department except for protected NLRA activities. Media includes any form of written or recorded communications that will be published and freely available to others.

All news media inquiries should be referred to the Vice President of Enterprise Development except for protected NLRA activities.

For clarity, protected NLRA activities include the following: any employee may contact or be contacted and discuss with any third party any terms of their employment (to include wages) or the employment of other employees who have already disclosed those terms on the applicable social media posting (but not to disclose the terms of employment of others), remark about working conditions, discuss possible union issues, or any other protected activity under any applicable law or the NLRA. However, all such comments should not violate any laws or rights of other individuals or entities. See the other applicable section of this policy of further details on violating the laws and rights of others.



10. Enforcement

Policy violations will be subject to disciplinary action, up to and including termination for cause.

Employer Reserves the Right to Monitor

Where applicable law permits, the ACT-1 GROUP reserves the right to monitor the employee business use of any social media or any media channel if accessed via ACT-1 GROUP machines or channels of communications, and take appropriate action. In monitoring social media, the employer will not in any way interfere with any employee rights under Section 7 of the National Labor Relations Act.