

**VOLT INFORMATION SCIENCES, INC.
SOCIAL MEDIA POLICY****Purpose**

The purpose of this policy is to provide employees of Volt Information Sciences, Inc., its divisions and subsidiaries with requirements for participation in social media, including Volt-hosted social media, and in non-Volt social media in which the employee's Volt affiliation is known, identified or presumed.

Social media can be defined as the Internet-based technologies, tools and content that enable people to connect online, share their interests and engage in conversations. Examples include blogs, social networks sites (such as Twitter, LinkedIn, Facebook), video sharing websites, and virtual worlds.

Scope of coverage

This social media policy provides the guiding principles for use of these technologies and it applies to every Volt employee. The use of social media technology follows the same standards of professional practice and responsibilities as outlined in your Volt Employment Agreement, Employee Handbook, Volt's [Code of Conduct](#), [Electronic Communication Policy](#) and [EEO Policy](#) and anti-harassment and retaliation policies. Social media is by no means a static channel; it continues to transform, advance, and multiply. While regular updates will occur, employees should be mindful that the intent of this policy is to encompass technologies as they exist today as well as future technologies and usage as they unfold.

Management reserves the right to change or amend this policy and/or restrict and monitor employee Social Media communications.

Protecting the Company's interests

To safeguard Volt from lawsuits, slander, and security breaches which may result from online postings of employees, this Social Media policy will outline acceptable and unacceptable on-line conduct. In addition, it will include "best practices," or parameters for participation. These parameters are as follows:

1. Volt does not maintain lists of recommended or restricted social networks, but encourages employees to use sound business judgment when choosing to use these services, to read and adhere to the service terms and conditions, and to post sensibly and responsibly and in accordance with Volt's [Electronic Communications Policy and Guidelines for Internet Communications](#), our [Code of Conduct](#), EEO, Anti-Harassment and Sexual Harassment and Anti-Retaliation policies.
2. Each social network has its own user naming conventions. To foster transparency and instill trust, wherever possible use your real first and last name and your Volt email address/alias "@volt". Do not use unprofessional nicknames.
3. Transparency, openness and honesty are important for social media. It is recommended that you use your real name and disclose your affiliation with Volt. Write in the first person and make it clear that you are speaking for yourself and not on behalf of Volt.

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4. Unless previously authorized by Volt's Marketing Department, you are not authorized to create any social networking account and/or post any on-line content speaking on behalf of Volt or that suggests that you speak for and/or on behalf of Volt. All social networking accounts and public postings of content that relate to Volt's business and operations and/or representations on behalf of Volt must be approved by Volt's Marketing, Human Resources or Legal Departments.
5. To promote Volt brand consistency and positive public perception, contact the Volt Marketing Department (marketing@volt.com) for guidelines on acceptable logos and other profile graphics on social media sites.
6. Post-employment references (such as posting information about employment relationships in the "recommended by" section of LinkedIn) are prohibited by anyone other than Volt's Human Resources Department.
7. If you publish content to a blog or Twitter feed or a website, even if it is outside of Volt's official online presence (this may include Volt websites as well as Volt's official presence on third party sites), use the following disclaimer for drawing a distinction between your personal opinions and Volt's corporate stance: "The opinions on this site are my own and don't necessarily represent the positions, strategies or opinions of my employer." However, a disclaimer does not release you of your responsibilities outlined in Volt's [Code of Conduct](#), [Electronic Communication Policy](#), and EEO, Anti-Harassment and Non-Retaliation Policies.
8. If you use a social network like Facebook or Twitter for Volt business, you must open a new account using your Volt email address. Additionally, you must follow Volt's [Code of Conduct](#), [Electronic Communication Policy](#), and [EEO Policy](#). Some things that happen on social networks may be out of your control. Contacts from your personal network may tag you in photos or videos, write on your wall, or comment on your status in ways that may be inappropriate in a business environment. Separating personal and business use protects both your privacy and Volt's global brand. Because LinkedIn is tied directly to a user's professional profile and is already established as a professional networking tool, it is not necessary to open a separate account. You must always be aware that any business you conduct with LinkedIn contacts must be entered and tracked in Volt's CRM systems or VoltTrack, however.
 - a. Managers should never send and/or accept friend requests from subordinates.
 - b. Employees should feel free to decline and/or ignore any friend requests without repercussions.
9. Any social network contact you communicate with for Volt business (sales call, sales meeting, etc) must be entered into the appropriate Volt ATS, VoltTrack or CRM system. These business relationships are Volt's trade secrets and subject to non-disclosure and confidentiality obligations. If part of your employment with Volt involves you communicating with a contact via phone, email or social networking, that contact must be entered into a Volt contact database. It is not necessary, or advised, to transfer all social network contacts—only the contacts you are in the process of actively cultivating for business. Use the same standard for entering contacts from social networks as you would for phone calls, emails or meetings.
10. As stated in the company's [Electronic Communication Policy](#), Volt computer systems have been provided to you solely to facilitate business purposes and communications for and on behalf of the Company and/or

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Customer. Although you may be assigned a personal computer for your use and possess the ability to select an individual password to gain access to Volt's systems, the equipment and all data and information maintained therein nonetheless belong to the Company or the Customers, as the case may be, and you have no expectation of privacy therein. By setting up separate personal and business social media accounts, you can protect both your personal privacy and the Volt brand from misuse.

11. Twitter and Facebook are not job boards. They are tools for conversations and maintaining personal and business connections. You may post a link to refer people to Jobs.volt.com, but never post jobs on social networking sites,
12. Just like opening email attachments, you must be careful about which links you open in social networking sites like Twitter and Facebook, even when the links come from a trusted friend. In Twitter, a current trend is to send links using Direct Messages which steal your login information. Facebook phishing scams are cropping up daily. If you feel as if your account has been compromised, change your password immediately.
13. Volt branded materials distributed at sales meetings or available internally on Highways should not be uploaded to public websites without approval from Marketing. Some of these branded materials may be for clients and prospects but contain confidential information that could negatively impact Volt's business if made publicly available. If it contains a Volt logo or Volt's name, check with Marketing prior to uploading.
14. While social media tools may be useful to you in performing your job, it must be limited to a reasonable and appropriate level of activity and any use while at work must be job-related.

Confidential and proprietary information

Volt expressly forbids the discussion of confidential or proprietary information, even in private messages hosted by a social-networking platform. This encompasses comments or posts pertaining to the following:

- Nonpublic or unreleased financial, sales, operational, or business-performance data
- Litigation and other legal matters
- Company strategies and forecasts
- Product or campaign benchmarks
- Unreleased advertising
- Brand and trade secrets
- Proprietary research findings
- Internal processes and methodologies
- Upcoming product or service releases
- Information about employees or customers and/or potential customers

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- Any other information that has not been publically released by Volt

Social networking platforms are not the proper place to disclose internal company matters, grievances or concerns. Such internal matters should be addressed directly with your manager, Human Resources or other Corporate Department.

Each employee's responsibilities related to confidentiality in social media communications are also outlined in Volt's [Code of Conduct](#), [Electronic Communication Policy](#), EEO and anti-harassment and retaliation policies.

If there is any question of suitability of material for posting or whether or not information has been publically released by Volt, please consult a representative of Volt Marketing Department, Human Resources Department and/or Volt's Legal Department.

Reference to third parties and non-solicitation

All Volt employees who participate in social media are prohibited from identifying, referencing, discussing, or citing business partners, clients, or vendors—even in a positive light—without those parties' explicit written permission; otherwise, you risk damaging those relationships and/or opening the door to legal disputes. This includes all photos, videos, other visual representations (i.e., logos) of clients, partners, and vendors, or private casual conversations that take place on a blog or social networking platform.

Company sponsored sites may not be used to solicit, express personal opinions regarding, or engaging, in other activities on behalf of any other entity not affiliated with, and/or approved by, the Company, including but not limited to, charities, religious organizations, or political campaigns.

Negative or offensive comments

It is Volt's intent through Social Media to strive for interactive engagements with other users and add value to those conversations, whether by improving knowledge, solving problems, provoking thought, or supporting the community. Social media platforms such as blogs and other forums can create an environment where customers, candidates and others are comfortable interacting and sharing their thoughts, requests, or grievances. Engaging in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups that might be perceived as inflammatory is prohibited. To protect both employees and Volt, engaging in negative or defamatory comments about competitors on social media platforms is also prohibited.

Remember, you are personally responsible for anything that you write or post on-line and may be subject to discipline, up to and including termination and/or personal legal liability for any inappropriate or offensive content that you write or post.

**VOLT INFORMATION SCIENCES, INC.
SOCIAL MEDIA POLICY****Others' copyrights and trademarks**

In all social media communications, copyright and fair-use laws must be abided; proper credit should be given to all rightful owners. Plagiarism, even as part of a passing comment, is illegal. This rule applies not only to copyrighted publications but also to any logos featured, photos, videos, or audio files shared, etc.

When citing or quoting others' social media content (blogs, wikis, twitter feeds, etc.) – even short excerpts of someone else's blog work – provide appropriate links and/or credit/reference thereto.

FTC Endorsement policy

Effective December 1, 2009, the Federal Trade Commission (FTC) announced new “guides” to address concerns about deceptive practices through consumer-generated media (such as blogs) and endorsements. Specifically, any material connection between an endorser and seller of product or service must be fully disclosed.

To this end, Volt employees must disclose their employment relationship with Volt when giving favorable reviews of Volt products on social media platforms, including blogs, social networking sites (Facebook, Twitter) etc.

Violations of these guides can result in potential fines of \$11,000 per violation for the employee/endorser and Volt.

Follow Company policy

Employees are bound by the Company's workplace policies when using social media, including without limitation the Electronic Communication Policy, the Code of Conduct, Equal Employment Opportunity, Anti- Harassment and Sexual Harassment policies. These policies apply to use of social media during non-working hours to the extent that Volt's business is impacted in any way. Misuse of social media is grounds for discipline up to and including termination of employment and/or personal legal liability. If you believe that any misuse of social media sites has occurred please contact your manager, the Human Resources and/or Legal Department as appropriate.

No expectation of privacy

Employees are reminded that the company reserves the right to monitor employees' social media communications as stated in Volt's [Electronic Communication Policy](#) and that employees have no expectation of privacy in regards to social media communications sent, received or stored on the Company's computer systems.

On separation from Volt

Upon your separation from employment with Volt, you are reminded to remove any and all designations or indications from your social networking sites that you are a Volt employee. Please also note your continuing obligations of confidentiality of Volt proprietary, trade secret and other confidential materials and your non-disparagement obligations.