

Rent-A-Wreck – “Corporate Location Employees”

Policy on Blogging, Social Networking, and Other Public Discourse on the Internet

Rent-A-Wreck Corporate respects the right of our employees to engage in blogging, social networking and other public discourse via the Internet. This policy sets forth some guidelines to mark the boundaries between your work and private life when participating in such activities.

Blogging, participating in social network sites and other public discourse on the Internet is not allowed on Company time, from Company’s computer systems or using the Company’s e-mail accounts, except for Company business subject to these guidelines.

If you comment on Rent-A-Wreck , identify yourself as a Company employee, or become identified as a Company employee, even if you do not use Company equipment when you blog, participate in social networking or other public discourse on the Internet, you must be professional and courteous, and follow the standards of acceptable business communications. You must also:

- Explicitly and conspicuously state that the views you are articulating are your own and not the views of the Company. You must not state or imply you are speaking for the Company.
- You must not disclose any trade secrets or other confidential or proprietary information about the Company, its customers or suppliers. This includes any information that is not already in the public domain or which might give any of the Company’s competitors a competitive advantage. If you are unsure about what information falls under this policy, please check with your manager.
- You may not disclose any personal or confidential information about third parties, including other employees or others associated with the company, or post pictures of them, without their permission.
- You must not use vulgar or sexually explicit language.
- You must not discriminate on the basis of race, gender, religion, age, disability, or any other protected criteria.
- You must obey all laws.
- You must not use the Company’s trademarks or copyrighted material without written permission.
- Because your conduct online may reflect on the Company if you are identified with the Company in any way, your online postings must be true, accurate, and factual and must not be defamatory.

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Please remember that any sarcastic, demeaning, flippant, unprofessional or ill-considered posting you make on the Internet may be forwarded and may be impossible to retrieve. Any such communications will reflect poorly on you and may reflect poorly on Rent-A-Wreck.

If you are using the Company’s computer systems or a Company e-mail account when blogging, engaging in social networking or otherwise engaging in public discourse on the Internet you may not do so on Company time. These additional activities are also prohibited:

- Using or creating an account with dating or matchmaking services;
- Engaging in fundraising, except on behalf of a nonprofit charitable organization;
- Engaging in no job-related solicitations;
- Engaging in online gambling; and,
- Selling goods or services for personal gain.

Of course, all Company policies regarding the conduct of employees and the use of its computer systems apply as well.

You are personally responsible for the information you put on the Internet. If you choose to engage in blogging, social networking or other public discourse on the Internet, you do so at your own risk. The Company will not indemnify you from claims resulting from such activities.

If you have questions about this policy, please contact Glenn Price @ (240) 646-7151.

Violations of this policy will result in disciplinary action, up to and including termination of employment.

I have received, read, and understand the Policy on Blogging, Social Networking, and Other Public Discourse on the Internet.

Employee Name: _____ Emp. No. _____

Employee Signature: _____ Date: ____/____/20____