

## **CECO/TRIBCO Social Media Policy for Users and Followers of**

### **CECO/TRIBCO Social Media Sites**

#### **Your Comments Are Public and Reviewed**

Our social media sites are public pages and viewable by everyone. Comments and shared information also become part of a public record and may be archived in order to abide with applicable laws, e-discovery requirements, and document retention policies.

Your use of our social media sites and the posting of any content is deemed a waiver by you of any rights to privacy or confidentiality. Please be aware that we review all comments after you post them. Because the sites are visible to all ages, we expect persons who leave comments to do so with respect, good manners, and careful thought of who might be seeing them.

We reserve the right to moderate, monitor, remove, prohibit, restrict, suspend, terminate, delete, discontinue, or reject comments and access to comments when the content:

- is off-subject or out of context, inappropriate, in poor taste, or otherwise contrary to the purposes of our sites or the business of Ceco or Tribco
- is hateful or discriminatory or includes comments that promote, foster, or perpetuate discrimination or harassment on the basis of race, age, creed, ethnicity, religion, gender, disability, marital status, national origin, sexual orientation, political beliefs, or a protected class under local, state, or federal law
- includes links or comments containing sexually explicit content or sexual material
- contains profanity or obscenity or is pornographic, abusive, threatening, racist, defamatory, offensive, or includes violent language
- is trolling (posts that are deliberately offensive, provocative, or disruptive and intended to hijack our content, deflect our information off-track, upset someone, or create angry responses from employees or other visitors)
- includes solicitations of commerce
- has messages that are a violation of existing law or regulation
- violates the intellectual property rights of others
- is an attempt to impersonate any person

- is spam (unsolicited messages that are usually intended as advertising or messages that are repeatedly posted on the same sites)
- includes attacks or calls-to-action for attacks on specific groups
- is intended to harass, threaten, or abuse an individual or is defamatory, derogatory, or includes personal attacks on any Ceco employee
- links to malicious software or sites
- is cyber-stalking or includes threats to an individual or organization, or is intended to collect or post private information and data without disclosure (e.g., doxxing)
- relates to confidential, private, or proprietary information
- is self-promotion
- is a solicitation of funds
- is an unsolicited business proposal and inquiry
- reports of criminal or suspicious activity (Please contact your local police agency directly with this type of information)
- encourages illegal or unlawful activity
- includes any form of legal and/or administrative notices or processes
- is not in compliance with our social media host's own terms and conditions
- attempts to or does take over a thread in ways that are contrary to these terms and conditions (including random or unintelligible posts)

The above list is not exhaustive, and Ceco/Tribco reserves the right to remove or restrict any post or comment that violates the purpose or spirit of these terms and conditions. Individuals who comment or post to our social media sites and who repeatedly violate these terms and conditions may, among other actions, be banned, prohibited from posting future comments, or be reported to the social media provider.

If you want your comments to remain posted, please ensure that you comply with this policy. While comments may be posted at any time because of the nature of social media, we will review and screen comments during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. Central Time.