



AN INDUSTRIAL POWER COMPANY

ONE POWER SOCIAL MEDIA GUIDELINES

One Power wants to encourage all employees to post on social media and to do so in a way that is safe and enjoyable for everyone. Below is an outline of what to never post, what is okay to post, and what to do if you're unsure if a post is acceptable. **Most importantly, make good decisions for the company.**

Do not post media that includes:

1. live streams. No live streams ever.
2. pictures/videos that were taken with company-owned specialized equipment (OP cell phones*, cameras, drones, etc.).
3. customer property.
4. security equipment, processes, or layouts.
5. near-misses or accidents.
6. improper Personal Protective Equipment (PPE).
7. any information that is confidential or proprietary to the company or to any third party that has disclosed information to One Power.
8. pictures/videos taken while you were operating or inside running equipment.
9. pictures/videos that compromised the safety of yourself or other employees.
10. pictures/videos that do not comply with OSHA.

***When unsure:** Ask your department head if you're unsure about the content you're posting or would like permission to post a photo captured on your work phone. See back for examples.

What is always okay and encouraged to post:

1. Anything already posted on a One Power social media account
2. Photos of operating turbine projects safely taken on your personal phone on OP-owned property

Safety Net

For your best interest, as well as One Power's, email social@onepower.com the image/video you are uploading. If there is no response, assume your post is acceptable and no further follow-up is necessary. There may be a follow-up email with clarifying questions or requesting to see the whole post. If the post is deemed unacceptable, it will be requested to be removed from all social media platforms. Choosing to disregard these requests can result in disciplinary action.

Examples

1. If you are in a running piece of equipment, do not take pictures or post images.
2. If you and a coworker take pictures of an event or a construction site with a One Power camera, do not post the pictures.
3. If you are on-site participating in or observing a tower lift, do not start a live feed.
4. If you take a group photo after a meeting, and there is confidential or proprietary information on the table or in the background, do not post that picture.
5. If you go to a potential customer's site to take pictures for a report, do not post the pictures.
6. If you are part of an office group watching a rotor fly and you take a video on your personal phone, but you're not familiar enough with the project or construction to a.) know if you're on customer-owned property or b.) know if anything you're seeing is proprietary information, ask your department head before posting, and if it's approved email the video to social@onepower.com.
7. If you take a picture of a running turbine project on your personal phone and did so without compromising the safety of yourself or others, post it to social media and email the picture to social@onepower.com.
8. If you safely took a selfie on your work phone* during a base pour while wearing proper PPE, ask your department head before posting and if it's approved email the selfie to social@onepower.com.