



Canam Group Inc. and social media

1. Introduction

Canam Group's management is aware of the growing popularity of Internet websites and networking tools such as Facebook, Twitter, Flickr, and YouTube etc. The Company encourages the use of Internet and social media for professional purposes but expects that all employees understand and follow some simple but very important steps in order to ensure a respectful and relevant use that will protect both the reputation of Canam Group and its employees.

2. Guidance

- a. **Respect your obligations at work:** The Internet must be used strictly for business purposes during regular working hours. It is important to keep in mind that you were hired to accomplish your task and the Company expects that you use the Internet for personal purposes outside of working hours.
- b. **Confidential information on Canam Group:** You must abstain from revealing confidential information concerning Canam Group. For example, reference to a project that has not yet been made public is forbidden as well as reference to a project in progress that was made public or not by the Company, can contain information that must not be found on the Internet. Briefly, it is preferable to abstain from any remarks regarding projects.
- c. **Representation:** You must never represent yourself or Canam Group in a false or misleading way. All revelations must be professionally motivated.
- d. **Post relevant and respectful comments:** Do not post irrelevant or abusive comments likely to transmit a negative image of Canam Group, its business units, products, trademarks as well as its employees. Social media must not be used during working hours except to post information containing professional content.
- e. **Judgment and courtesy:** Use your common sense and be courteous.
- f. **Privacy protection:** Everything you publish is accessible and remains posted for a long time. You must keep in mind that search engines and networking sites have a very good memory. Protect your private life and that of your colleagues.
- g. **Respect Company Values:** Your interventions connecting to Canam Group on the Internet and more particularly in social medias must be in agreement with the Company's values.
- h. **Shared responsibilities:** Being a user, you may denounce any discriminatory or offensive site or information that does not comply with the rules explained above. Canam Group monitors certain social medias such as "Canam Community", the Facebook group for retired employees of Canam Group, and reserves the right to denounce any abusive or inappropriate comments that could be published.

Canam Community on Facebook: All retired or active employees working for Canam Group are welcome to join Canam's Facebook Community. It is a restricted group **reserved exclusively** to employees of Canam Group to share Canam's culture. The human resources department manages the group and must approve requests from new members. All users can see the description of the group but only members can consult the bulletin board, the discussion forum and the photos. Here are a few recommendations.

- a. **Be generous:** Facebook enables you to share bonds therefore if you see something of interest, useful or relevant, add a hyperlink to the Group's wall.
- b. **Share your documents:** Facebook allows you to share correspondence and multimedia documents (photos, videos, songs, etc.). However, pictures must be of interest to other Canam Community group members.
- c. **Share your professional and personal interests:** Initiate discussions and discover colleagues who share the same interests as you.
- d. **Use the wall as a billboard:** Use the wall if you want to publish an event, a birthday or an advertisement.
- e. **Avoid delicate subjects:** Avoid allusions on subjects that may be considered delicate such as religion or politics.