

Schedule One

The Pinnacle Foundation Social Networking Policy

The Pinnacle Foundation understands that many of our volunteers participate in social networking sites (e.g. Facebook, Twitter, YouTube, and LinkedIn) and chat rooms, and create and maintain personal websites, including blogs. The Pinnacle Foundation respects volunteers' online social networking and personal Internet use. However, your online presence can affect The Pinnacle Foundation as your words, images, posts, and comments can reflect or be attributed to The Pinnacle Foundation.

As a Team Member, you should be mindful to use electronic media, even on your own personal time, responsibly and respectfully to others. Because volunteers' online comments and postings can impact The Pinnacle Foundation and/or the way volunteers are spending their time at work, The Pinnacle Foundation has adopted the following guidelines that volunteers must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty. It shall be considered a breach of acceptable Team Member conduct to post on any public or private website or other forum, including but not limited to discussion lists, newsgroups, listservs, blogs, information sharing sites, social media sites, social or business networking sites such as LinkedIn, Facebook, chat rooms, Twitter, or any other electronic or print communication format, any of the following:

- (1) Anything that may harm the goodwill or reputation of The Pinnacle Foundation or any disparaging information about The Pinnacle Foundation.
- (2) Any derogatory, distasteful, hurtful, disparaging, discriminatory or harassing information concerning any board or team member, scholar, mentor, corporate or individual donor or other person associated with The Pinnacle Foundation. The Pinnacle Foundation's policies prohibiting harassment apply online as well as offline.
- (3) Any confidential information, trade secrets, or intellectual property of The Pinnacle Foundation obtained during your volunteer work, including information relating to finances, research, development, marketing, customers, operational methods, plans and policies.
- (4) Any private information relating any individual related to The Pinnacle Foundation.

In compliance with applicable regulations, volunteers endorsing The Pinnacle Foundation's products or services must disclose their employment relationship with

The Pinnacle Foundation and must ensure that endorsements do not contain representations that are deceptive or cannot be substantiated. If you are speaking about job-related content or about The Pinnacle Foundation you must either clearly identify yourself as a The Pinnacle Foundation volunteer, or speak in the first person and use a disclaimer to make it clear that the views expressed belong solely to you. In addition, the following statement must be used, “The opinions expressed on this site are my own and do not necessarily represent the views of The Pinnacle Foundation.”

This Policy applies regardless of where or when volunteers post or communicate information online. It applies to posting and online activity at work, home or other location and while on duty and off duty. The Pinnacle Foundation reserves the right to monitor and access any information or data that is created or stored using The Pinnacle Foundation’s technology, equipment or electronic systems, including without limitation, e-mails, internet usage, hard drives and other stored, transmitted or received information. Volunteers should have no expectation of privacy in any information or data (i) placed on any The Pinnacle Foundation computer or computer-related system or (ii) viewed, created, sent, received or stored on any The Pinnacle Foundation computer or computer-related system, including, without limitation, electronic communications or internet usage.

Volunteers who violate The Pinnacle Foundation’s Social Networking Policy will be subject to disciplinary action, up to and including termination of association with The Pinnacle Foundation.

Actions upon adoption of the policy.

- (a) All existing volunteers to be made aware of Schedule One of the refreshed Volunteer Agreement and acknowledge, by email, to Kalpaka, that they have read and agree to adhere Schedule One
- (b) All team leaders to be made aware of the refreshed Volunteer Agreement.
- (c) All future volunteers to execute the refreshed Volunteer Agreement.

Monday, 8 January 2018