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|--|--|--------------------------------------|
| <input type="checkbox"/> Delavan Ford  | <input type="checkbox"/> Mt. Carroll     | <input type="checkbox"/> Morrison    |
| <input type="checkbox"/> Delavan Chevy | <input type="checkbox"/> Macomb          | <input type="checkbox"/> Q- Honda    |
| <input type="checkbox"/> Elkhorn GM    | <input type="checkbox"/> Sterling Ford   | <input type="checkbox"/> Q - Hyundai |
| <input type="checkbox"/> Elkhorn CDJR  | <input type="checkbox"/> Sterling CDJR-B |                                      |
| <input type="checkbox"/> Antioch       | <input type="checkbox"/> Oregon          |                                      |

## SOCIAL MEDIA POLICY

All employees are expected to manage Social Media usage in responsible manner including the following:

- No Kunes Country employee should post as if they are Kunes Country themselves. This includes any pages or profiles created for an individual team member with Kunes Country in the name. Please contact the marketing department for more details.
- No Kunes Country employee shall create a webpage or business page (including a Google Business Page), using the store (company) name and address.
- Post only appropriate and respectful content. If your personal page/profile/account does not reflect the values and standards of Kunes Country Auto Group, please do not use that profile for work-related materials. The marketing department can assist you in creating a separate and more appropriate profile if you wish.
- Maintain the confidentiality of trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- If Kunes Country is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not necessarily represent those of Kunes Country, its employees, management, customers, suppliers, etc. Make it clear that you are not speaking on behalf of Kunes Country.
- Any cruel or disparaging remarks about a Kunes Country customer or employee will not be tolerated.

To sum up, it's simple... post as yourself, be kind and professional and always know that you are representing all of Kunes Country to the public.

I have read, understand and agree to comply with the policy explained above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_