PHOTOGRAPHY AND VIDEO USAGE

Purpose

This Policy regulates the business use and approval process for photographs and videos.

Scope

This Policy applies to all team members of McWane, LLC and its divisions and subsidiaries ("McWane" or "Company") in the United States and around the world.

Policy Statement

No photographs, videos, or other related media content may be published on behalf of the Company in any medium or format without first being approved by Corporate Communications and, when applicable, Corporate Safety. The Company has established an on-line Multimedia Library of pre-approved photographs and videos that may be published by team members for McWane business purposes. As used in this Policy, the term "publish" means to use, post, or produce a photograph or video as part of any statement, advertisement, marketing material, publication, presentation, correspondence, social media posting, or other communication that is made or issued on the Company's behalf, that reflects an official Company mark, logo, or brand, or that is otherwise intended to represent the views of the Company.

The McWane Multimedia Library has two features:

1. It allows team members to submit photographs, videos, and/or other related media content files for approval.
    a. Once uploaded, the image or video goes through an approval process.
    b. The image or video will be reviewed by Corporate Communications and, when applicable, Corporate Safety before being approved or rejected.
        i. Multiple files can be submitted at the same time.
        ii. Allow up to 2-3 days for the approval process.
    c. The team member who uploads the image or video will be notified by email during the process.
    d. Once the image or video is approved, it resides in the Multimedia Library.
    e. All approved files are the exclusive property of McWane.

2. It allows team members to search the library for approved photos, videos, and other related media content files.
    a. The McWane Multimedia Library includes approved photos, videos, logos, and brand guidelines for team member use.
    b. The files found here can be used for publications, ads, newsletters, presentations, trade shows, etc.
    c. Salaried team members will be able to search the library using Active Directory access.

The library is for use by all McWane, LLC companies. It serves many purposes including, but not limited to:

- One Site – Single place to house all approved company photos/videos/logos/graphics/brand info/etc.
- Download – Items can be quickly and easily downloaded
- Share – Uploaded items can be shared (i.e. send a logo to someone for an event poster)
- Approval Process – Streamlines the approval process
  - All photos, videos, logos, etc. should be approved prior to use
- Archive – Historical archive
- Single Source – Removes the need for FTP or other file sharing sites.
- Accessible – Can be accessed anywhere there is an internet connection

The types of photographs, videos, or other related media content you will find in the library include, but are not limited to, awards/recognitions, community, EHS, HR, Finance, installations, meetings/events, production, products, product sightings, Sales, team events, team members, logos/brand guidelines, and videos.

Questions

Questions regarding this Policy should be directed to Corporate Communications, Corporate Human Resources, or Legal.

McWane reserves the right to modify, amend, supplement or replace this Policy at any time with or without prior notice. Nothing in this Policy should be construed to limit any rights you may have under any labor or employment laws or collective bargaining agreement or to limit any other lawful conduct in violation of any such rights.