

Online Communications Policy for Restaurant Employees of this Independent Owner Operator

If you participate in online conversations about any McDonald's, its employees, customers or products, it is important that you do it in a way that is safe, appropriate and legal. The intent of this Policy is not to restrict the flow of useful and appropriate information, but to minimize the risk to you, your coworkers and to this McDonald's and the McDonald's Brand.

Know the Rules

- Do follow the policies in the handbook and the policies displayed in your restaurant.
 - Managers must exercise caution and sound judgment if interacting with subordinates on Facebook or similar social media sites. Participating in such forums with subordinates may increase the potential to violate these rules and policies. For example, it may not be sound judgment for Managers to “friend” minor employees under the age of 18.
 - Managers should not use Facebook, or other external websites for work-related communications.
- Do think about what you will say and about disclosing your personal details. Correct any mistakes that you make. You post material at your own risk and you are personally responsible for the content of your communications.
- Do respect your coworkers' privacy. Do not share in any online communications personal health information about your coworkers or any identifiable information that may raise a security issue. This does not prohibit you, however, from disclosing or discussing personal, confidential information with others, so long as you did not come into possession of such information as part of your formal company duties.
- Because we want to provide 100% customer satisfaction, during working time do not use your cell phone for personal use or to engage in personal online communications. You may participate in any social media platform sponsored by McDonald's.
- Do make it clear that you are an employee of this McDonald's and that your views and opinions are yours and not those of this and/or any other McDonald's when you participate in any online communications or blog discussing McDonald's.
- Do avoid posting or texting statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating (such as posts that include discriminatory remarks or content, harassment and threats of violence or similar inappropriate or unlawful conduct).
- Do comply with all copyright, trademark, trade secret, right of publicity and other intellectual property laws in your online communications. If you use McDonald's trademarks or logos in online conversations, do not use them in any way that suggests McDonald's sponsors, endorses, or is otherwise affiliated with your statements.
- Do not disclose or post trade secrets or other confidential information of any McDonald's. This may include, for example, methods or processes, sales figures, guest counts, business plans, how food or marketing promotions are doing, and any other similar internal business-related confidential information or communications.

Remember If you fail to follow these policies, it may result in disciplinary action, up to and including termination.

Questions If you have questions regarding this policy, contact your restaurant manager or your Owner/Operator.