

Kiewit

Social Media Guidelines



Social media can be an effective way for employees to communicate. It's important to be aware of implications social media can have on the company's reputation — both good and bad. If you create or contribute to social media on personal or professional time, these guidelines are for you.



Starting a Company Social Media Site

There are specific requirements and guidelines associated with starting a company-related social media site. If you'd like to establish a site for project purposes, you need the company's consent. Contact Corporate Communication at socialmedia@kiewit.com for more info.



Internal Social Media

Kiewit-sponsored social media sites like Yammer are provided by the company to help conduct the business of Kiewit and its subsidiaries. Don't use these tools to solicit or promote commercial ventures, religious or political causes, outside organizations or other non-job-related items.

External Social Media

Act Responsibly

As a Kiewit employee, you're as responsible for comments you make online as those you make in any other form on or off the job. Consider the risks and rewards involved. Express only your personal opinions and remember that you are still responsible for complying with the company's Anti-Harassment and Nondiscrimination policies and Code of Conduct. Be honest and accurate when posting information or news, and if you make a mistake, correct it quickly.

Be Transparent

Be clear about who you are. Identify that you work for the company when you discuss Kiewit or Kiewit-related matters on your personal time. Don't represent yourself as the company's spokesperson. Be clear that you're speaking on your behalf, not the company's. If you publish content about Kiewit online, use a disclaimer, like, "My thoughts are my own and don't necessarily represent Kiewit's positions, strategies or opinions."

Be a Kiewit Ambassador

Inside and outside work, your words and actions can reflect those of Kiewit. You're encouraged to show pride in the company and its projects, exchange ideas and build a strong Kiewit community. Don't post information or rumors that you know to be false about the company, fellow employees, clients, vendors or people working on behalf of the company or competitors.

Be Respectful

Be fair and courteous to fellow employees, clients, vendors or people who work on behalf of the company. Remember, you are more likely to resolve work-related complaints by speaking face-to-face than through social media. If you decide to post complaints or criticism, avoid using statements, photos, video or audio that could be reasonably viewed as malicious, obscene, threatening or intimidating, that disparages clients or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment.

Protect Company and Project Stuff

Maintain the confidentiality of the company's trade secrets, proprietary information and private or confidential information. Don't post internal reports, policies, processes, procedures or other internal business-related confidential communications. Trade secrets and proprietary information may include information regarding the development of systems, processes, products and technology. Be mindful of your project's contract and limitations that may be placed on sharing information publicly. Don't share photos of or information about your project without proper approval from project management and your client.

Let Common Sense Rule

If you aren't sure what's acceptable for you to say or do on social media, or you see something negative or inappropriate about the company, contact Corporate Communication or Legal for assistance. Use common sense and always think through your actions. Keep in mind that any conduct that adversely affects your job performance or the performance of fellow employees, or adversely affects clients, vendors, people who work on behalf of the company or the company's legitimate business interests may result in disciplinary action.

These guidelines provide a simple and clear guide to online communication for Kiewit employees. For a more detailed set of guidelines and potential implications for failing to follow them, refer to the company's corporate policy manual and Code of Conduct.



NEED TO REPORT A CONCERN?

CALL THE COMPANY COMPLIANCE REPORTING LINE FROM YOUR CURRENT LOCATION:

1-866-333-7165

U.S. and Canada

800-681-8166

Mexico

(country code) 314-628-2959

Outside of North America

- Calls taken 24 hours a day, 7 days a week
- Give your location and concern to a live operator
- Callers do not have to give their names
- Callers will not be subject to retaliation for reporting a concern in good faith
- An assigned case number allows you to follow up anonymously

CONCERNS YOU SHOULD REPORT:

The company encourages you to report all concerns to your manager, other appropriate management personnel, or through this Reporting Line. Concerns to report include failing to comply with the law, Core Values or company policies. All calls to the Reporting Line will be investigated by the appropriate company representative.