

Date Issued: February 1, 2018
Effective Date: February 1, 2018

Comprehensive Technology Use and Social Media Policy

1. Personal Communication and Music Devices in the Workplace - Directive

The Safety and Health Committees have determined that the use of cellular phones, taking photographs, texting and using headphones to listen to music on the job, including whenever walking on the terminal, operating any equipment or vehicles, hatch-tending and/or directing any operation throughout the terminal, constitutes a danger to the employee and other employees and an interference with productive operations. Any such use is prohibited unless specifically authorized by a member of Management.

As a result of their determinations at all work sites in the Port of Halifax the use of electronic devices (e.g. cellular phones, Blackberries, MP3 players, ear phones and iPods), with the exception of those provided and/or specifically authorized by the Employer (which includes anyone for whom ILA represented employees perform work at the Port of Halifax), are prohibited except during meal and break periods (the "Directive").

Individuals who fail to comply with this Directive will be subject to disciplinary action up to and including termination of employment.

2. Use of Computers, Internet and E-Mail - Company Equipment

Although use of company computers and other electronic devices, servers, information systems, internet and e-mail ("Company Equipment") by ILA represented employees may be limited, it is necessary to establish the guidelines regarding such use. This section addresses workplace access to the Company Equipment to facilitate communications between employees and clients.

To ensure the Company Equipment is being used for its intended purpose, each Employer has the right to monitor any aspect of the Company Equipment's usage; for example, the Employer and the HEA may review sites visited by employees, review material downloaded or uploaded by employees, or email sent and received by employees. Information stored or transferred within or out of the Employers' networks may also be monitored. You have no expectation of privacy when using the Company Equipment.

As authorized by the Employer, employees may be required to use the Company Equipment:

- To communicate with management, fellow employees, clients, customers, shipping lines and agents and/or other groups operating at or out the Port Of Halifax (which includes but is not limited to the Council of ILA Locals for Port of Halifax, the Halifax Port Authority, trucking companies, CBSA, services providers and parts suppliers) regarding matters within your assigned duties
- To acquire information related to the performance of your regular assigned duties

- To facilitate performance of any task approved by your supervisor.

The Company Equipment is NOT to be used for the following:

- Game playing
- Distribution of destructive programs (i.e., viruses and/or self-replicating code)
- Hateful, harassing, or other anti-social behaviour
- Intentional damage or interference with others (for example, hacking and distributing viruses)
- Making obscene files
- Solicitation for non-company business
- Commercial usage for non-company business
- Circulating, distributing, or printing of copyrighted materials (including articles, images, videos, and software) in violation of copyright laws
- Sending, receiving, printing or otherwise distributing proprietary data, trade secrets or other confidential information belonging to the HEA or any of its members; Shipping Lines, Agents and Employers of Labour (and related affiliates), or the Halifax Port Authority, Autoport and other private facilities, government authorities and regulators, the International Longshoremen's Association (ILA), any customers, suppliers, service providers, and/or clients (collectively, the "Port Stakeholders") in violation of company policy or proprietary agreements. If you are unsure as to whether information is confidential, check first with a member of Management
- Sending or soliciting sexually oriented messages or images
- Operating a business, usurping company business opportunities, soliciting for personal gain, or searching for external employment outside the longshoring industry in the Port of Halifax.
- Sending chain letters, gambling or engaging in any other activity of a similar nature
- engaging in any illegal activity

Any employee who uses Company Equipment in a manner in violation of this section will be subject to disciplinary action up to and including termination of employment.

3. Personal Use of the Internet and E-mail - Limitations

Your Employer may provide access to the internet and e-mail to assist employees in regularly assigned duties. However any such use shall not violate Section 2 of this Policy.

Please be aware that sites visited and messages sent are not confidential and can be monitored like any other aspect of the internet and e-mail system. Your Employer has a legal obligation to report illegal computer use to third parties (i.e., the *Child Pornography Reporting Act*) and will fully comply with the police during a lawful investigation.

Any violation of this section will lead to disciplinary action up to and including termination of employment.

4. Social Media - Limitations

Social media may be used in your personal life; however, even if you post comments/information/pictures, etc. during your personal time, such posts may potentially affect your employment. You are personally responsible for all posts you made in public forums and what you publish online may be accessible to the public and may be online forever. Your communications must not negatively impact the business interests of the Port Stakeholders. Activity on social media that may seem unconnected to your employment can still impact the Port Stakeholders' reputation which can, in turn, affect your employment.

This section applies to any post made on social media by employees to the extent that the post may reflect on the Port Stakeholders or their employees. For the purpose of this section, social media means any technology for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, Reddit, Instagram, Snapchat and YouTube.

If you participate in social media, please follow these guiding principles:

- Personal social networking, blogs, news groups and other non-business activities must be performed on personal time. No business activities are to be pre-empted by personal use of social networking activities.
- Always respect the Port Stakeholders' proprietary information, branding, content and confidentiality.
- You must not communicate anything that will compromise the reputation of the Port Stakeholders.
- You must not communicate anything that is in violation of any other company policies.
- If a member of the news media or a blogger contacts you about an internet posting that concerns a Port Stakeholder or any of its customers, please refer that person to a member of Management. You must not communicate publicly on behalf of any of the Port Stakeholders unless you have received prior authorization.
- Photographs and videos posted to social networking sites cannot compromise the reputation of the Port Stakeholders or their employees or clients and must not inappropriately identify an individual as an employee in a way that links the employee to an Employer or one of its customers. No photographs or videos taken in the workplace should be posted without prior authorization from the HEA/Employer or the Port Stakeholder(s).

- Employees, including supervisors, who use social media sites such as LinkedIn should not provide “recommendations”/endorsements of employees or former employees. To do so is the equivalent of an employment reference. There are potential risks if supervisors or employees are perceived to be providing references on the Employer’s behalf.
- Before engaging in any social media that may be business or work related, employees must obtain permission from their Employer and/or HEA and must at all times be respectful of the Port Stakeholders (including the Port Stakeholders’ employees). This includes not only the obvious (i.e., no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion.
- Never post inappropriate content. This includes any illegal or illicit behaviour whether depicted in words, links, or photos. Do not post any material that is obscene, defamatory, libellous, threatening, or embarrassing to another person or entity, or could constitute harassment, with respect to the Port Stakeholders, their employees, and competitors.
- Clients, potential clients, business partners, the ILA, or suppliers should not be cited or obviously referenced without their approval. Never identify a client, business partner or supplier by name without permission and never discuss confidential details of a client engagement.

You are responsible for your communications. Therefore, you will be subject to liability if they are found to be defamatory, harassing, and discriminatory or in violation of any other applicable law. Further, if there are any claims made against the Port Stakeholders as a result of your communications, you will be held responsible for those claims as well.

Any violation of this section will lead to disciplinary action up to and including termination of employment.