

Rules Concerning the Use of Social Networks

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Table of Contents

1. Purpose.....	3
2. Scope of application	3
3. Rules.....	3
4. Disclosures.....	4
5. Effective date.....	4

1. Purpose

Social networks such as Facebook, Twitter etc., but also a variety of other online discussion platforms have long since been established in our society and not having them in your everyday life is not conceivable any more. Information can be spread to a large number of people quickly and globally. This advantage however involves risks and dangers as well. This is why AFG has laid out rules that are supposed to contribute to responsible use of these forms of communication.

2. Scope of application

These rules apply to all employees and temporary employees of AFG Arbonia-Forster-Holding AG or one of its group companies (hereinafter referred to as "AFG") when they use social networks or online discussion platforms for private purposes and make public statements about AFG.

The following rules also apply for social networks, such as Xing and LinkedIn in particular, which are used for business purposes, e.g. to maintain customer relationships, networking etc. with the exception of Section 3.11.

Statements on social networks in the name of AFG Arbonia-Forster-Holding AG shall always be made by the Head of Corporate Communications. Statements on social networks in the name of AFG group companies shall be made in coordination with the Head of Corporate Communications, provided that the statements are of group-wide interest. If statements are not of group-wide interest, they shall be made in coordination with the responsible BU head/managing director.

3. Rules

- 3.1. **Comply with the Code of Conduct of AFG and the other internal guidelines.** Treat all participants with respect and don't make any discriminatory, insulting, degrading or other statements that could infringe on the privacy of others. Stay objective and do not get emotional. Your statements do not only reflect on you, but could also have effects on AFG.
- 3.2. **Each employee of AFG is individually responsible for the content of his/her statements and publications.** Keep in mind that everything can be found on the Internet for a long time once it has been published on social networks it and quickly reaches a large number of people, even if the information originally was only intended for a small group. Think about what information you make public before you do it. Be as careful when using social media as you are with other forms of communication.
- 3.3. **Protect your privacy.** Study the data protection notices of the social platforms and configure the viewing and contact rights in a deliberate and purposeful manner. Make sure to choose a strong password and don't use the same one as for signing in to company computers.
- 3.4. **Let it be known that you are an AFG employee** when publishing statements that are related to AFG. Write in the first person singular (I) and make clear that statements reflect your own opinion and are not necessarily the opinion of AFG (example: "I work at AFG. This is my personal opinion and not necessarily the opinion of AFG."). In particular, the management of AFG must be aware that it has a special relationship to AFG and its statements can therefore – in spite of this disclaimer – be thought of as being equivalent to the view of AFG. The management of AFG shall therefore exercise special caution and restraint.
- 3.5. **National and international laws shall always be complied with.** Observe data protection laws in particular and do not use any material protected by copyright.

- 3.6. **Trade secrets may not be disclosed.** Only announce news about AFG that is publicly available. Do not publish secrets that are subject to a non-disclosure agreement, trade secrets or other confidential information.
- 3.7. **Only use company logos or trademarks of AFG** if you have been authorized to do so by the Head of Corporate Communications.
- 3.8. **If business partners of AFG, suppliers or third parties are quoted, their consent shall be obtained first.** If consent is given, the source shall be cited. Do not make a negative statement about competitors or their products.
- 3.9. **The value of the information in your posts is important.** Only publish information that you assume will be of interest to others.
- 3.10. **Pay attention to your posts.** If a discussion is started about one of your posts, participate in it and answer questions. If you discover that one of your posts contains an error, correct it yourself and don't wait until you are made aware of it by a third party.
- 3.11. **Posting on social networks or other online discussion platforms is prohibited during working hours.**

4. Disclosures

Disclosures in conjunction with these rules are made by the Head of Legal & Compliance.

5. Effective date

These rules shall enter into force immediately.

Arbon, 29 August 2013

Daniel Frutig
Chief Executive Officer

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Head of Corporate Communications