

APPENDIX E - SOCIAL MEDIA POLICY

Every day, people discuss issues that relate to or affect Georgia-Pacific, our products, brands and our employees. In today's world, some of these discussions take place online using social media tools, such as Facebook, LinkedIn, Twitter, YouTube and many others. In one form or another, these forums allow a person to broadcast writings or images to one or more people via the Internet. Generally, this is known as "social media."

GP recognizes that employees participate in social media activities both inside and outside of work. This policy outlines GP's expectations of U.S. based employees in two areas: (1) employee's personal activities in social media; and (2) employee's business-related activities in social media on behalf of GP.

Engaging in social media (whether for personal or business use) is not without risk. All employees should be aware of the implications of engaging in forms of social media that relate to or affect Georgia-Pacific, our products, brands and our employees

This policy is consistent with and works in conjunction with GP's Code of Conduct and our MBM® Guiding Principles. The Code provides guidance in a variety of areas that touch social media including employee privacy and data protection, acceptable electronic use, records and information management, intellectual property, confidential information and careful communications, among others.

This policy applies to all of your social media activities (both at work and away from work) **so long as those activities relate to, affect, or have the potential to affect Georgia-Pacific, our products, brands or our employees.**

- I. **Expectations for employee's personal activities (both at work and away from work) so long as those activities relate to, affect or have the potential to affect Georgia-Pacific, our products, brands or our employees:**
 - The expectations contained in GP's policies, Compliance Standards, the Guiding Principles and the Code of Conduct apply to your actions when you use social media.
 - You are responsible for what you post on social media sites and applications.
 - Social media activities should not interfere with your ability to perform your job.
 - Even if your social media conduct is outside of the workplace and/or non-work related, it must not reflect negatively on GP's reputation, its products or its brands.
 - Only individuals officially designated by GP to do so are authorized to speak on the Company's behalf.
 - If you discuss GP or anything work-related online, you must disclose your name and the fact that you work for GP. What you say or even your position with GP may, by default, give others the impression that you are speaking officially on behalf of GP. To avoid any false impression, make clear that you do not speak on behalf of GP by using a disclaimer such as, "The postings on this site are my own and do not represent Georgia-Pacific."
 - Respect the Company's and others' trademarks, copyrights and brands.
 - Your comments must be respectful. Do not engage in personal attacks, offensive comments, and angry or hostile communications. Do not make any comments that would not be acceptable in the workplace.
 - Comments about the Company, its products, its business partners and related companies must be respectful, factual and non-disparaging. The same is true for our competitors, their products, business partners and related companies.
 - Online activities and comments that reference GP and its brands may have serious legal implications for the Company. Do not use social media to promote or advertise the

- Company's products or services, unless you have been specifically authorized to do so.
- Do not give employment related recommendations for GP employees or former employees without first obtaining approval from the Senior Vice President of Human Resources.
 - Do not disclose the confidential or proprietary information of the Company or of any other person or entity, and do not post or disclose personal data of others.
 - Comments that you make on social media sites can be subject to discovery in a legal matter, and GP may require you to take actions to preserve your social media comments and activities.

II. Additional Expectations for Employees Using Social Media for GP Business Purposes

- Follow the terms and conditions of use that have been established by each site used for your social media activities.
- If you post something online about the Company or discuss other topics that affect GP, you must disclose your name and affiliation with GP.
- Include a link to GP's official website on all social networking pages that are maintained by the Company. When your thought cannot be complete (like a tweet) please drive people to material that is posted online and include a link to that material.
- If you are interested in using social media tools for Company business purposes, contact the Law Department (Division Counsel), Corporate Communications or Human Resources.
- If you have a business reason for you or your team to have at-work access to social media sites that are currently blocked across the Company, contact your supervisor. Once a business case justifies that access be granted, your supervisor may recommend that IT may grant the requested access.

III. Discipline

Failure to follow this Policy may subject you to discipline, up to and including termination.

IV. Questions

If you have questions about social media and/or this Policy, please contact either your Human Resources representative or your compliance leader.