



CARLISLE COMPANIES INCORPORATED

SOCIAL MEDIA GUIDELINES

These guidelines provide employees of Carlisle Companies Incorporated and all of its wholly owned subsidiaries and their related or affiliated companies (collectively, “Carlisle”), requirements on the use of social media, including blogs, message boards, chat rooms, wikis, newsletters, social networking sites, and other sites that allow users to share information with others. The following guidelines apply to both the professional use of social media on behalf of Carlisle as well as any personal use of social media when referencing Carlisle. Because no guidelines can address all possible social media activity, employees are encouraged and expected to use good judgment at all times.

DO

1. Employees need to know and adhere to the Carlisle Code of Business Conduct and Ethics, all Carlisle related Employee Handbooks, and other company policies when using social media in reference to Carlisle.
2. Employees should be aware of the effect their actions can have on their personal reputations as well as the image and reputation of Carlisle.
3. Employees should be aware that Carlisle may observe content and information made available by employees through social media, and employees using Carlisle-issued phones or computers for social media activity and should know that such activity may be monitored.
4. Employees should keep Carlisle related social media accounts separate from personal accounts.
5. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the Carlisle Legal Department.
6. Employees should obtain appropriate permission before they refer to or post images of current or former employees, customers, vendors, or suppliers. Additionally, employees should obtain the appropriate permission or authorization to use a third party’s copyrights, copyrighted material, trademarks, service marks or other intellectual property.
7. If employees encounter a situation on social media that threatens to become antagonistic, they should disengage from the dialogue and seek the advice of a supervisor, management, or the Carlisle Legal Department.



DON'T

8. Employees should not post any material which is inappropriate or harmful to Carlisle, its employees, or its customers, including any prohibited social media conduct including but not limited to: posting commentary, content, or images that may be considered defamatory, pornographic, proprietary, harassing, libelous, or that could potentially contribute to a hostile work environment. Employees should not post topics that can be interpreted as offensive, including but not limited to religion, race, gender, age, sexual orientation, or drug and alcohol use.
9. Employees are not to publish, post or release any information that is considered confidential or not generally available to the public. If there are questions about what is considered confidential, employees should check with their respective Human Resources Department and/or supervisor.
10. Social media use should not interfere with an employee's responsibilities for Carlisle. Carlisle's computer and phone systems should be used primarily for business purposes. When using Carlisle's computer systems, use of social media for business purposes (ex: Facebook, Twitter, LinkedIn and Company blogs) is permitted, however personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action to the extent it interferes with an employee's responsibilities for Carlisle.

PERSONAL USE

11. If employees publish content on personal accounts that involves work or subjects associated with Carlisle, a disclaimer should be used (ex: "The postings on this site are my own and may not represent the positions, strategies or opinions of Carlisle or any of its wholly owned subsidiaries.").
12. Online activity that violates Carlisle's Code of Business Conduct and Ethics or any other company policy may result in disciplinary action or termination of the employee, subject to applicable law.

Carlisle reserves the right to determine whether particular conduct violates these guidelines, and violations may result in discipline up to and including termination of employment and/or legal action. However, nothing in these guidelines is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment. Carlisle employees have the right to engage in or refrain from such activities. This policy and all other Carlisle policies will be interpreted and applied in compliance with applicable law.