

LABCORP ENTERPRISE SOCIAL MEDIA POLICY

August 2020



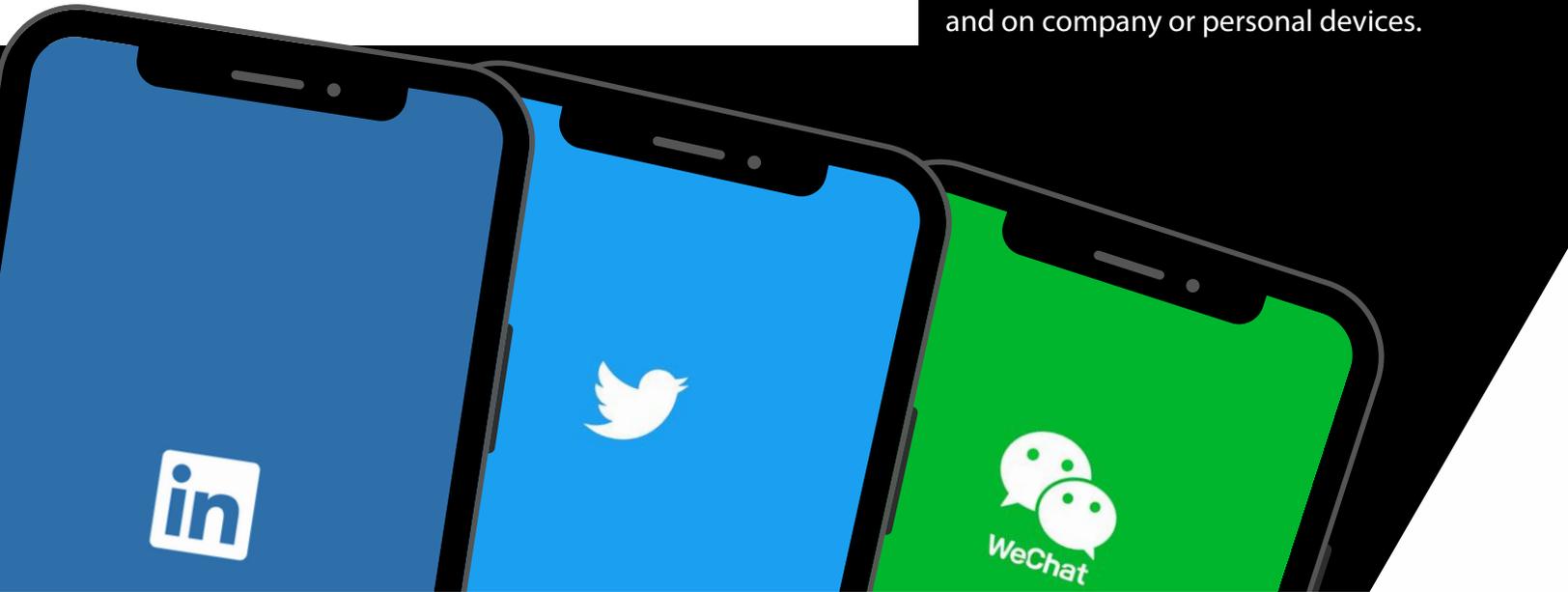


Enterprise Social Media Policy

Social media has become an integral part of our personal and professional lives, which is why we enable access to the top social media platforms (Facebook, Twitter, Instagram, YouTube, LinkedIn, WeChat, Pinterest) from all company devices! LabCorp's social media policy is designed to give you the freedom to celebrate and discuss LabCorp while protecting the privacy, safety and dignity of your friends, clients and coworkers. This guide will help you understand LabCorp's social media policy and how it can help you both in and outside the workplace.

Who Does This Impact and What Does It Cover?

These guidelines apply to any full-time, part-time, or temporary employee of LabCorp, its subsidiaries, affiliated companies, and business segments including Diagnostics and Drug Development globally. They address each individual's social media platform posts and comments, either for personal or professional reasons, during and outside of working hours, and on company or personal devices.



Creating a Social Media Account

- ✈ When creating a personal social media profile, avoid using the LabCorp name in your name, handle, and/or URL (such as @LabCorpTech89).
- ✈ You may include that you work at LabCorp in your social media bios. If you do this, you must also always note that the views you express in your social content are your own. This can be done either in the bio field or in a specific post, for example:

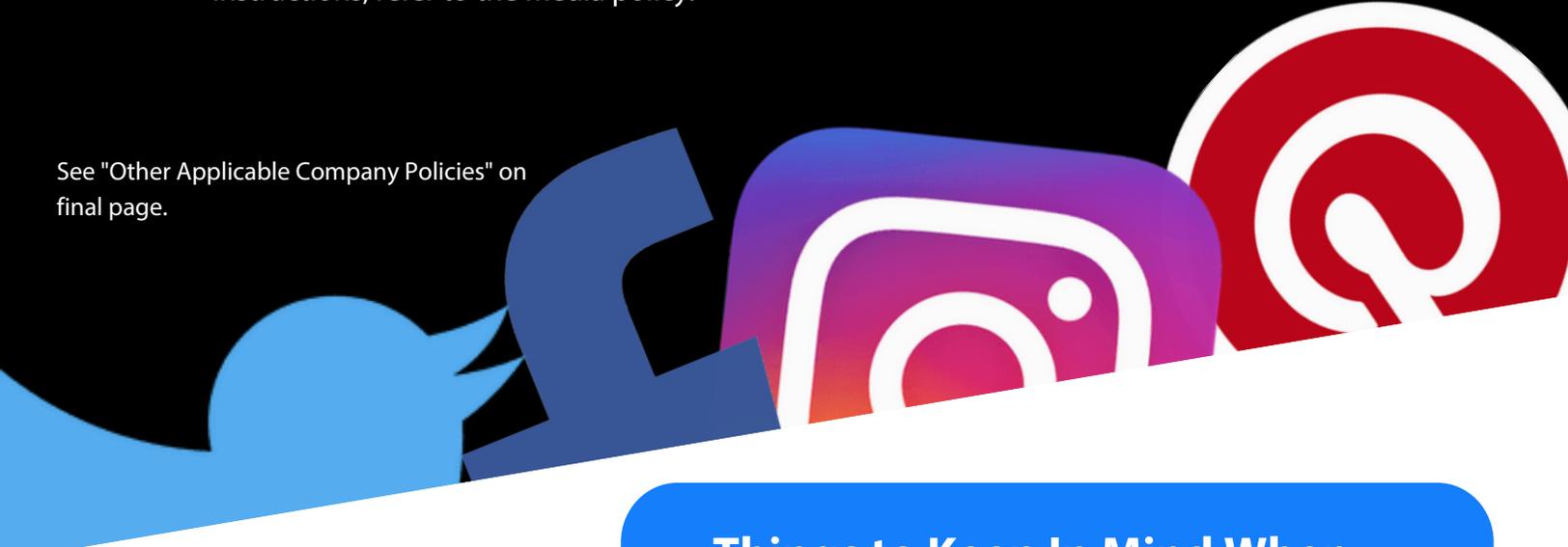
The views expressed on this site are my own comments and opinions. I do not represent my employer in my postings on this site and the postings may not represent the views of my employer.

- ✈ Always use a personal email address for setting up social media accounts for personal purposes. The one exception to this rule is on LinkedIn, where you may use your company email address.
- ✈ If you see the need for a new LabCorp social media handle or website, please reach out to the Social Media team at LabCorpSocialMedia@labcorp.com

Social Media Friends and Followers

- We're proud that many of our LabCorp colleagues become friends, so there aren't any restrictions around "friending" or "following" other employees on social media. But remember, comments on a coworker's post or comment are subject to the same rules and protections that apply at work.
- From time to time, employees forge friendly relationships with the patients we treat. These connections are incredibly valuable, but also extremely sensitive. We ask you to be cautious when connecting with/friending patients or their family members online. While it's OK to have personal relationships with patients, it's never OK to post about it online.
- It's possible that the media may reach out to you with inquiries on your personal social media accounts. Please refer all media representatives to media@LabCorp.com. For more instructions, refer to the media policy.

See "Other Applicable Company Policies" on final page.



Things to Keep In Mind When Posting about LabCorp



Social media is an amazing tool for fostering connections, sparking conversations, and sharing updates with your family, friends, and coworkers. However, it's also public forum that should be treated thoughtfully.



Below are some helpful dos and don'ts to help you navigate the digital world whenever you mention LabCorp:



Do

Show off our achievements by reposting, retweeting, or promoting publicly available news and information from our websites and social media channels. Always be transparent about your work with the company by incorporating #employee on these posts.

We're happy for you to associate yourself with LabCorp in your social media bios, but you should always note that the views you express in your social content are your own. This may be done either in the bio field or in a specific post.

Protect yourself, your coworkers, and LabCorp – remember that any information shared on social media is easily findable by colleagues, customers, competitors, and the internet at large.

Share LabCorp career opportunities with your personal and professional social connections.

Don't

Don't speak on behalf of LabCorp or express any official company position without receiving written approval from the Corporate Communications team.

Never share confidential information about the company, our customers, or our patients. This includes financial information, business plans and strategies, unannounced products or services, planned or contemplated mergers or acquisitions, customer information, intellectual property, or proprietary information.

Don't get involved in arguments or share inflammatory comments or statements about LabCorp and its services or any of its competitors.

If you come across any positive or negative posts about LabCorp that you feel may need attention, please send a screenshot to:

LabCorpSocialMedia@labcorp.com



Before hitting the "post" button, always ask yourself: "What would happen if my manager/supervisor, clients, customers, vendors, partners, co workers, or patients read this post?" If you'd be embarrassed or concerned for someone to read your post, you should reconsider sharing.

Guidelines for What **Not** to Post

What we do matters, and it's important that we show respect to each other, our patients, and our customers. To maintain our leadership in the healthcare space, it's important that the following are **never** posted to social media:

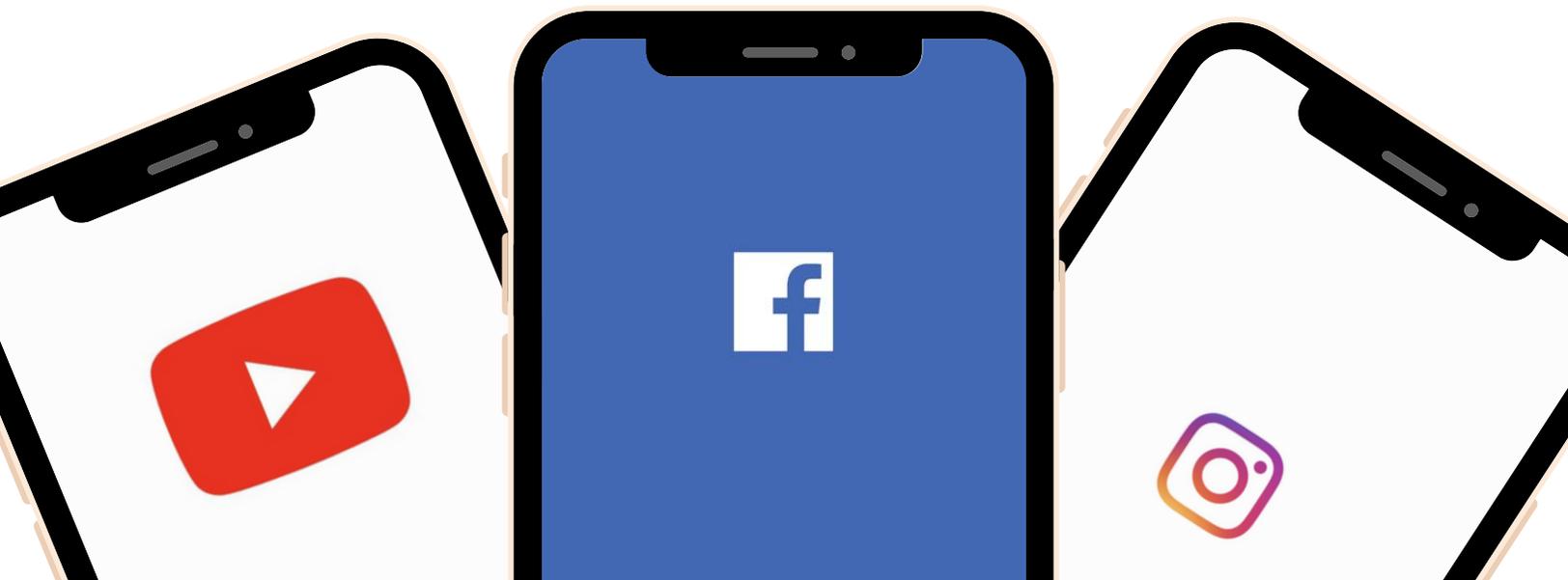
Personal information relating to patients, employees, customers, or other individuals which may or could result in a breach of privacy, or violation of any privacy or data security laws or contractual obligation applicable to LabCorp.

Content found on any internal networks or sources (e.g., intranet and email) if the content isn't publicly available.

Information or material that could create a hostile work environment, is defamatory, deceptive or untrue or violates LabCorp's policies on professionalism or workplace violence.

Photos or videos that contain any customer or patient images, personally identifiable information, protected health information, confidential information, or content that would violate any other company policy, as well as photos or videos of individuals who have not consented to their posting.

Content that discloses or infringes upon the intellectual property of any third parties.



Other Applicable Company Policies

The following policies and resources should be considered in conjunction with this policy when communicating about LabCorp on social media. With the exception of the Employment Policies Manual, which is accessible through your HR portal, all other policies are available for viewing on The Point.

- Communication Systems Policy (regarding use of LabCorp communication systems)
- Media Policy (for media inquiries about the company on social media sites)
- Global Action Line (for complaints about any violation of the Social Media Policy)
- Employment Policies Manual
- Code of Conduct and Ethics
- Business Practices Manual

Violations

A violation of this policy may result in disciplinary action, up to and including termination of employment to the extent permitted by applicable law. Any employee suspected of committing a breach of this policy will be required to cooperate with the company's investigation to the extent permitted by applicable law, which may require providing relevant passwords and login details. Employees may be required to remove Social Media Site postings that are deemed to be a violation of this policy and/or applicable laws, or if it is in the company's best interest.

Failure to comply with such a request may in itself result in disciplinary action to the extent permitted by applicable law. The company reserves the right to report suspected unlawful conduct to appropriate law enforcement authorities.

Definitions

Social Media: The term applies to online websites and services, blogs, podcasts, discussion forums, and social networks such as:

- Social networking applications such as Facebook, Twitter, LinkedIn, Ning, and WeChat;
- Blogs (both internal and external to the company);
- Collaboration applications and Wikis, such as Wikipedia; and
- Photo and video-sharing websites, such as Instagram, Flickr, Snapchat, TikTok, and YouTube.