

# Terumo Group Social Media Policy

Effective Date: October 1, 2017

## 1. Purpose

- 1.1 This Terumo Group Social Media Policy (hereinafter, the “Policy”) stipulates the basic policy for participation by Associates in Social Media.
- 1.2 Social Media has spread broadly as a useful method for people to interact online. The purpose of this Policy is to promote the use of Social Media among Associates for meaningful information distribution and communication, and to encourage the appropriate use of Social Media based on the recognition that Associates are members of the society as well as of the Terumo Group.

## 2. Scope

- 2.1 This Policy applies to all Associates of the Terumo Group.
- 2.2 This Policy applies to the use of Social Media with the personal accounts of Associates and the official accounts of the Terumo Group.
- 2.3 If Terumo Corporation or a group company stipulates specific guidelines related to Social Media, those guidelines must follow this Policy and the separately stipulated “*Terumo Group Guidelines on the Use of Social Media*”.

## 3. Stance towards participation in Social Media

- 3.1 Basic stance towards participation in Social Media
  - (1) Comply with the various laws and regulations, the “*Code of Conduct of the Terumo Group*”, other related internal regulations, and industry guidelines.
  - (2) Comply with the terms of use, rules, and other policies for Social Media established or operated by a third party.
  - (3) Make efforts to always be honest and accurate when posting Content, and if you make a mistake, to correct it quickly. Remember that the Internet archives almost everything; therefore, even deleted Content can be searched.
  - (4) Be cautious when connecting to and sharing information with people you do not know. When in doubt, confirm the identity of people you do not know, even if they hold themselves out to be one of the Associates of the Terumo Group.
- 3.2 Points to note on Content posted on Social Media
  - (1) Never post any false, misleading, or disrespectful Content about the Terumo Group, Terumo Group’s products and services, Associates, competitors, customers, health care providers, or any aspect of our business.
  - (2) Do not post the confidential information of third parties or personal information gained from the Terumo Group or through its corporate activities.
  - (3) Do not infringe on the intellectual property rights of third parties.

- (4) Do not post Content that could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such Content include Content inconsistent with the “*Code of Conduct of the Terumo Group*” or Content that could contribute to a hostile work environment on the basis of race, sex, gender identity, sexual orientation, disability, religion or any other status protected by law.
- (5) Do not post Content that might be considered a breach of the privacy or confidentiality of a third party, and seek their permission if posting such Content.
- (6) In addition to (1) through (5) above, do not post any Content that could be in conflict with the “*Code of Conduct of the Terumo Group*”.

End