

	TITLE: <b>Employee and Contractor Social Media Policy</b>	
	ISSUED: <b>July 2018</b>	REVISION:
DEPARTMENT: <b>Public Affairs</b>	APPROVAL: <b>Castlen Kennedy</b>	SIGNATURE:

## Overview

While Apache Corporation believes the appropriate use of social media can further business objectives, the broad and instantaneous reach of many social media platforms significantly heightens the need to manage sensitive information properly, to represent the Company appropriately, and to communicate responsibly at all times. It is particularly important not to blur the distinction between personal opinions and authorized Apache Corporation business communications. Apache Corporation has established this policy to provide clear rules for our employees and contractors who utilize social media resources.

## Definition of Social Media

Social media includes various forms of electronic communication platforms through which users create online communities to share information, ideas, personal messages and other content (such as videos). Examples of social media platforms include social networking sites such as Facebook and LinkedIn, multimedia sites such as YouTube and Vimeo, information sharing apps, internet forums, wikis, weblogs, social blogs, virtual chat rooms and podcasts.

## Scope

This policy applies to all Apache Corporation employees, temporary employees, as well as independent contractors and consultants performing services for Apache Corporation or its subsidiaries.

## General Rules

- **The Apache Public Affairs department is the sole entity authorized to create social media accounts and content on behalf of the company.** Further details are found in the Corporate Use of Social Media Policy.
- **Only designated Apache spokespersons are authorized to speak on behalf of the company regarding company strategy, operations, regulatory matters, potential emergency or crisis responses, partners, customers, vendors and potential acquisitions and divestitures.** Do not respond to inquiries or comments on behalf of the company regarding such issues unless you are authorized to do so by the Public Affairs department. Inquiries and comments regarding such issues, whether negative or positive, that require a response on behalf of the company should be directed to the Public Affairs department at *pr@apachecorp.com*.
- **Protect Apache’s confidential and proprietary information and do not utilize social media to comment on or otherwise post video, pictures, or other information about sensitive matters impacting Apache’s business.** Do not disclose any of Apache’s confidential or proprietary information or any information a third party, such as a customer, vendor or partner, has disclosed confidentially to Apache. Unless you are authorized to do so by the Public Affairs department, do not comment on or post pictures, video or information about sensitive matters impacting on Apache’s business activities, including for example, Apache’s well sites, pipelines, field operating facilities, plants, the exterior of any facility including offices, production levels, well results, reserves, stock performance, financial results, controversial local issues relating to the company’s business, or potential emergencies (e.g., tornados, hurricanes, or non-weather related emergencies) or other crisis response activities related to or impacting the company’s operations. For any potential emergencies or other issues that may require crisis response, contact the AIM Center immediately and remember that safety is paramount. If you see any confidential, proprietary, or

otherwise prohibited information posted in a public forum in violation of this policy, please notify the Public Affairs department and your supervisor immediately.

- **The Code of Business Conduct applies.** If you participate in social media conversations, you must adhere to Apache's Code of Business Conduct & Ethics and other corporate policies and guidelines. Always keep in mind our core values, which include honesty, integrity and respect for the dignity of others. Always exercise good judgment and remember that you act as an ambassador for the company.
- **Disclose that your opinions about Apache and industry topics are your own and be honest about who you are.** If you comment about Apache or industry topics, identify yourself as an Apache employee or contractor and state that your comments are strictly your own opinions and do not represent the viewpoints of Apache Corporation or its other employees, customers, vendors, or partners. Remember that social media conversations typically are archived with permanent records of all conversations.
- **Follow the terms of service and other legal guidelines.** If you participate in social media, you must familiarize yourself with the terms of service of each social media channel and abide by laws governing copyright and fair use of copyright information, trademarks, brands, rights of publicity, trade secrets and other third-party rights.
- **Seek guidance.** If you have other questions regarding the scope and operation of this policy, please contact the Public Affairs department at [pr@apachecorp.com](mailto:pr@apachecorp.com).

***You are responsible for what you post. Use common sense. If it gives you pause, pause rather than publish.***