



BERKSHIRE HATHAWAY HomeServices Georgia Properties

CODE OF CONDUCT

AWARENESS, INCLUSIVENESS & SOCIAL MEDIA

Our company respects the unique attributes and perspectives of every employee and associate. We rely on the diverse perspectives of all employees and associates to help the company build and improve the relationships with our clients and business partners.

We are in the business of assisting our community buy and sell homes. As you know, there is a distinct difference between a “house” and a “home.” We work with everyone to create a home – a place where they feel safe and secure -- in the communities in which we live and do business.

Strict adherence to our Code of Conduct is imperative and underscores mutual respect for both employees and our associates in the field. We must model the behaviors we want to see in others in the communities in which we live and do business.

As a company, we have implemented a diversity and inclusion program to ensure we continue to have an open and fair workplace that represents a diverse leadership team. We have also convened an advisory council so, we can continue to be an employer of choice for all associates and a company which represents the diverse communities we serve in the pursuit of homeownership.

Our company recognizes that associates participate in various forms of social media on an individual basis. This policy applies to social media use by associates for work-related purposes and personal use of social media when the associates’ affiliation with the company (or its parent, subsidiary or any affiliate corporation or entity) is identified, known or presumed. This policy applies to social media activity when on or off duty, while using company-owned or personal electronic resources, and whether or not the associates posts anonymously or uses a pseudonym. Associates engaged in social media activity are required to comply with this Social Media Policy, the guidelines established in the Berkshire Hathaway Energy Code of Business Conduct, the Discrimination and Harassment Policy and Guidelines, and any relevant department, company or industry-specific guidelines, policies and procedures.

Social media includes but is not limited to:

- Social networking sites (e.g., Facebook, LinkedIn, Google Hangouts)
- Video and photo sharing websites (e.g., Flickr, YouTube, Instagram)
- Micro-blogging sites (e.g., Twitter, Tumblr, Snapchat)
- Forums and discussion boards (e.g., Nextdoor, Pinterest, Reddit, Yahoo! Groups, Google groups)

Guidelines for use:

When engaging in social media whether inside and outside the company, the company has specific expectations of your conduct and the information you share:

- Associates are expected to know the company and their specific industry-related principles, rules and policies before engaging in social media.
- Unless you are an officially designated company spokesperson, you are not authorized to speak on behalf of the company (or its parent, subsidiary or any affiliate corporation or entities) through social media channels.

- If you are not an official spokesperson, express only your personal opinions. If the company (or its parent, subsidiary or any affiliate corporation or entities) is a subject of the content you are creating, be clear and open about the fact that you are an associate, and if it is not obvious from the content or context of your posts, make it clear that your views do not represent those of the company by including a disclaimer, such as “The postings on this site are my own and do not necessarily reflect the views of the company.”

- Ultimately, you are solely responsible for what you post online. Harassment, bullying, discrimination or retaliation, vulgar, or risque as defined in the relevant company policies, that would not be permissible in the workplace is not permissible online, even if it is done after hours, from home or on personal devices. Inappropriate postings that include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

You should not disclose or post images or video of any company (or its parent, subsidiary or any affiliate corporation or entities) trade secrets or confidential business information or of any confidential business processes. Trade secrets may include information regarding the development of systems, business processes, know-how and technology. Confidential business information may include non-public financial data, such as estimates of financial performance; sensitive business information, such as marketing strategies, product launches, and pricing policies; plans for the acquisition or disposition of corporate assets; information about customers; and the company’s attorney-client communications or other internal business-related confidential communications.

- Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities.

- Respect the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property. The Federal Trade Commission requires that endorsements be truthful and not deceptive. If your social media activity endorses the company’s services, i.e., expresses opinions, beliefs, findings or experiences concerning the company’s services, you must disclose your name and position with the company.

- Be aware that any information that you post may be discoverable in administrative or legal proceedings.

- If you become aware that electronic communications are being used in violation of this policy or any law, notify your managing broker.

All associates must refrain from social media activity that may be construed as political, discriminatory, racist, harassment or in any manner that leads the public to believe personal view are reflective of the company views, value or culture

You are personally responsible for honoring the company’s commitment to diversity and equal employment opportunity. Treat other associates with respect and dignity and help maintain an inclusive workplace in which all associates have the opportunity to demonstrate their full potential. What may seem funny or harmless to some people can be hurtful or degrading to others. Be sensitive to how others could perceive your words or behavior. Always speak and treat others in a civil, professional manner. Think ahead of time if a joke, comment or action might be taken as threatening, hurtful, offensive or insulting.

If you have any questions or want to be an ambassador of the steps that we will be taking as a company, please contact members of our Diversity Task Force.

“I want employees to ask themselves whether they are willing to have any contemplated act appear the next day on the front page of their local paper to be read by their spouses, children and friends – with the reporting done by an informed and critical reporter.” – Warren Buffett