



# General Media Use Policy

HR Revised  
12-2024

## Policy

During your employment with Cope Plastics, Inc., your photograph, likeness, name, and/or other employment-related information (promotion announcement, new-hire announcement, etc.) may be used in the following mediums:

- Internal Communications (company newsletter, company-wide email, etc.)
- Company Internet (accessible to employees only)
- Social Media Posts
- Press Releases
- Company Website
- Annual Reports
- Virtual Tours
- Videos
- Etc.

Cope Plastics, Inc. will never release sensitive or protected employee information, and any distribution of the images will be fully compliant with Cope Plastics, Inc., policies, statements, and values. Employee's likeness, image, or name will never be used for commercial purposes without prior written consent.

## General Media Use Information

### RELEASES SUCH AS THIS ONE ARE TYPICALLY REQUIRED IF THE INDIVIDUAL:

- Is the primary focus of the photograph or video
- Is identifiable in a small group setting
- Has been recruited to serve as a model or subject
- Is a minor (under 18 years of age); a parental release is required

### RELEASES ARE TYPICALLY NOT REQUIRED IF:

- Photographed in large group shots in a public space or at public events with little expectations of privacy, such as company-wide
- It is a large group setting, such as wide shots of facilities and/or offices
- The subject is not recognizable, such as silhouettes, posterior view or out-of-focus
- If news media is covering a story on-site or a production company is shooting content it plans to distribute, with the formal, pre-obtained permission of Cope Plastics, Inc.

If you as an employee choose to opt out of the general media use as mentioned above, you must complete the **General Media Release Declination Form** housed on CopeNet and submit it directly to Human Resources in person or via ([HRHelp@copeplastics.com](mailto:HRHelp@copeplastics.com)).



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This policy is not a contract. None of its contents are to be construed as creating actual, contractual or other enforceable rights on behalf of any employee, contractor or third party against Cope Plastics. The document reflects Cope Plastics' policies and/or practices in effect at the time of publication; and all prior policies and practices are superseded. Cope Plastics management reserves the right to revise this document and modify, add to, or delete any of its provisions at its sole discretion, at any time, with or without prior notice; and the employee's continued employment after any modification is made will be deemed the employee's consent to abide by the modifications.

INTERNAL USE ONLY