

**Last Updated: May 31, 2018**

## **WYNDHAM NATION USAGE NOTICE**

Wyndham Nation allows Associates to access information regarding company news, training, evaluations, colleagues, Wyndham policies and links to other business-related tools. In addition, Wyndham Nation operates to promote teamwork and creativity, improve internal communications, and stimulate the discussion and development of new ideas. Please read the following Wyndham Nation Usage Notice (the "Notice") carefully. By providing information, photos or videos on Wyndham Nation, you accept the terms of this Notice. We may update this Notice from time to time, and we may notify you of such updates by any reasonable means, including by posting the revised Notice on Wyndham Nation. Please look at the "LAST UPDATED" legend above to see when this Notice was last revised. Your use of Wyndham Nation after the posting of any revised Notice means that you accept the revised Notice.

In addition to this Notice, the principles and guidelines that apply to Associates' activities in general as set out in Wyndham's policies and notices (e.g., Business Principles, Employee Privacy Notice, Communications Policy, Business Systems and Facilities Monitoring Policy, Information Security Policy and Privacy Policy) available on the Wyndham Nation Policy Center web site (<https://nation.wyndhamhotels.com/PolicyCenter.aspx>) also apply to Associates' use of Wyndham Nation.

### **1. INTRODUCTION**

Wyndham Nation is intended to enhance the communication and productivity of all Wyndham Associates. When using Wyndham Nation, the information that you provide (such as photographs, videos, and other posted material) may be seen by other Wyndham Associates. Nothing that you post on Wyndham Nation is anonymous. This openness helps people connect and work together in new ways, but it also means that you need to make good decisions about the information you share. The information that you provide through Wyndham Nation will be used for Wyndham's human resources, IT, communications, and business operations purposes and any other purposes identified in any notice that you received as a Wyndham Associate.

Only current Wyndham employees may access Wyndham Nation, and only for work-related purposes.

### **2. PRIVACY STATEMENT**

In order to enhance our interactions as colleagues through Wyndham Nation, Wyndham will pre-populate certain general profile information about you, including name, title, department, office phone number and email address. You will have the opportunity to input other information, such as a photograph, your talents and your group memberships. In the future, we may add additional pre-populated fields or provide additional optional fields that Associates may complete.

Wyndham may use the information (including photographs) on Wyndham Nation for many purposes, which may include organizational directories, organization charts, communication tools, security, and other purposes relating to your work as a Wyndham Associate. Your Wyndham Nation profile will be viewable by all Wyndham Associates, including Associates based in countries which may have a different level of data protection than in your home country.

### 3. APPROPRIATE CONDUCT

When using Wyndham Nation, including the Associate Voices and the group membership pages you must always act appropriately to establish and maintain a professional working environment. Accordingly, please keep the following guidelines in mind.

- Speak with Your Own Voice. Although made on Wyndham's systems, your posts are individual interactions, not corporate communications; you should post from the "I" rather than "we" perspective. Only those Associates officially designated by Wyndham pursuant to the Communications Policy have the authorization to speak on behalf of the company.
- Add Value. Posts to Wyndham Nation should focus on topics related to your work at Wyndham and Wyndham's business in general. Use your common sense and best judgment in whatever you post. Your contributions to Wyndham Nation should always add value and relate to your role at Wyndham. Posts that add value include those that help you and other Associates do their jobs and solve problems, enhance knowledge or skills, contribute to the betterment of Wyndham products, offerings or processes, encourage a sense of community or promote Wyndham's values.
- Respect Your Audience. Be professional and respectful of others in your communications and refrain from posting statements that are, or may appear to be, false, misleading, obscene, defamatory, libelous, threatening, harassing, unlawful, fraudulent, discriminatory or abusive. Show proper consideration for others' privacy and topics that may be considered objectionable or inflammatory. This includes comments about race, gender, age, sexual orientation, national origin, religion or other protected-class categories. We encourage you to adopt a conversational tone in your posts, but remember that conversations on Wyndham Nation still occur at the workplace. Do not post anything you would not say in a meeting or during a professional telephone conversation.
- Keep Sensitive and Proprietary Information Confidential: Do not post information that you have agreed to keep confidential. Disclosures of confidential information, even within Wyndham, could be detrimental to Wyndham as well as the people involved. Remember that Wyndham Nation is meant for internal use only; do not share sensitive, proprietary or material, nonpublic information that you learn through Wyndham Nation with anyone outside of Wyndham.
- Be Truthful, Accurate and Acknowledge/Correct Errors. Your comments should contain only information that you personally know to be true. Avoid generalizations and 3 exaggerations. Don't start or perpetuate rumors, suspicions or speculations. If you post information that is inaccurate, correct it. If information you have posted should be clarified, please do so. And, if you see something inappropriate or in violation of a company policy, report the violation in accordance with the Business Principles.
- Guidelines for Videos and Photos:
  - o Business-appropriate attire
  - o Business-appropriate photo background
  - o Business-appropriate pose (e.g., no vulgarity)

- Respect Applicable Laws. Adhere to all laws governing copyright, trademark, privacy, libel, defamation, disclosure of material information and data protection, including those laws pertaining to personal information that belongs to individuals other than yourself. Obtain permission before posting material belonging to others, such as photographs or articles, including by “reposting” information from other sites. Inappropriate postings and/or use of Wyndham Nation could result in adverse consequences for both the company and the individual Associates involved, including potential legal and disciplinary actions.

#### **4. LICENSE**

Except with respect to any material prepared by you within the scope of any employment relationship you may have with Wyndham (the rights to which are owned by Wyndham), you retain any ownership rights that you may have in any material that you submit through Wyndham Nation (each, a “Submission”).

Please note, however, that we need certain rights to your Submissions to make them available on Wyndham Nation. Accordingly, you hereby grant to Wyndham, its affiliated entities and their respective service providers and designees a worldwide, non-exclusive, transferable, sublicensable (through multiple tiers), royalty-free, perpetual, irrevocable right and license, without compensation to you, to use, reproduce, distribute, create derivative works of, publicly display and publicly perform such Submission, in any media now known or hereafter developed. For each Submission, you represent and warrant that you have all rights necessary for you to grant the foregoing license, and that such Submission complies with all applicable laws, rules and regulations. You further irrevocably waive any “moral rights” or other rights with respect to attribution of authorship or integrity of material regarding each Submission that you may have under any applicable law under any legal theory. This waiver helps ensure that Wyndham has all the rights we may need to provide services related to Wyndham Nation.

Nothing herein shall be deemed to limit, transfer, waive or otherwise affect Wyndham’s right, title or interest in material owned or licensed by Wyndham.

#### **5. REPORTING ABUSE**

Associates who become aware of violations of this Notice should report the violations to Wyndham.Nation@wyn.com. Wyndham will investigate and resolve reports of violations of 4 this Notice in accordance with Wyndham policies. If, after an investigation has been completed, it is determined that Wyndham policy has been violated, it may lead to disciplinary action, up to and including termination. Misuse of information by Associates with access to other Associates’ information will constitute grounds for dismissal. Any illegal activity will be referred to the proper authorities.

#### **6. MONITORING AND ENFORCEMENT**

You have no reasonable expectation of privacy for any communications (even those marked private) sent through or posted on Wyndham Nation. Do not send or post information that you do not want to be shared publicly. Wyndham has the right (but not the obligation) to monitor the use of Wyndham Nation and to delete or modify content on Wyndham Nation for any reason. Access to Wyndham Nation is a privilege. We may modify or discontinue all or part of Wyndham Nation without notice to you, or suspend or terminate your access to Wyndham Nation (or to any public or private community) for any

reason. We may also disclose any content posted on Wyndham Nation, and the circumstances surrounding the transmission of such content, to any third party for any reason, including to protect Wyndham and its employees, officers, directors, shareholders, affiliates, agents, and representatives and to comply with legal obligations or governmental requests.

## **7. COPYRIGHTED WORKS**

The Digital Millennium Copyright Act of 1998 (the “**DMCA**”) provides recourse for copyright owners who believe that material appearing on certain network resources infringes their rights under U.S. copyright law. If you believe in good faith that material available on Wyndham Nation infringes your copyright, you (or your agent) may send Wyndham a notice requesting that Wyndham remove the material or block access to it. If you believe in good faith that someone has wrongly filed a notice of copyright infringement against you, the DMCA permits you to send Wyndham a counter-notice. Notices and counter-notices must meet the then current statutory requirements imposed by the DMCA. See <http://www.copyright.gov/> for details. Notices and counter-notices should be sent to:

**Susan Crane**  
**Wyndham Hotels & Resorts**  
**22 Sylvan Way Parsippany, NJ 07054**  
**Copyright.Violations@wyndham.com**

## **8. THIRD PARTIES**

Wyndham is not responsible for (and has no liability for) any third-party sites or third-party material available in connection with Wyndham Nation, including any third-party sites to which Wyndham Nation may contain a link.

## **9. JURISDICTION**

Wyndham Nation is controlled and operated by Wyndham from the United States, and is not intended to subject Wyndham to the laws or jurisdiction of any state, country or territory other than that of the United States. Wyndham does not represent or warrant that Wyndham Nation or any part thereof is appropriate or available for use in any particular jurisdiction other than the United States. In choosing to access Wyndham Nation, you do so on your own initiative. We may limit Wyndham Nation’s availability, in whole or in part, to any person, geographic area or jurisdiction we choose, at any time and in our sole discretion.

## **10. QUESTIONS**

If you have any questions, please consult with the Corporate Communications team at [Wyndham.Nation@wyn.com](mailto:Wyndham.Nation@wyn.com).