

SOUTHEAST TEXAS PLANT MANAGERS FORUM

WEB SITE

POLICIES AND PROCEDURES

IN GENERAL

ALL INFORMATION POSTED ON THE SETPMF WEB SITE WILL BE THE PROPERTY OF THE SETPMF OR ISTC RESPECTIVELY AND SETPMF WILL RETAIN A COMMON LAW COPYRIGHT ON ALL SUCH INFORMATION, EXCEPT INFORMATION ON THIRD PARTY SITES TO WHICH THE WEB SITE PROVIDES LINKS, EXCEPT NEWS RELEASES CLEARLY IDENTIFYING THE AUTHOR, AND EXCEPT PRESENTATIONS AND MATERIALS ALSO CLEARLY IDENTIFYING THE AUTHOR. INDUSTRIAL SAFETY TRAINING COUNCIL (ISTC), PURSUANT TO ITS MANAGEMENT CONTRACT WITH THE SOUTHEAST TEXAS PLANT MANAGERS FORUM (SETPMF), WILL BE RESPONSIBLE FOR THE MANAGEMENT OF THE SITE.

CONTACT LISTINGS

ON NOTIFICATION TO THE ISTC FROM ANY FORUM MEMBER THAT WISHES TO HAVE THEIR SITE CONTACT INFORMATION LISTED, THE ISTC WILL PLACE THE LISTING INFORMATION ON THE WEB SITE. THE ISTC WILL ACCEPT NOTIFICATION FROM THE MEMBER OR ANYONE REPRESENTING THEMSELVES AS HAVING THE AUTHORITY TO HAVE THE PLANT CONTACT INFORMATION LISTED. ON LISTING THE INFORMATION, THE ISTC WILL E-MAIL CONFIRMATION TO THE MEMBER, INCLUDING CONFIRMING THE CONTENT TO BE LISTED. ALL MEMBERS HAVE THE ABSOLUTE RIGHT TO HAVE THEIR CONTACT INFORMATION LISTED OR TO REFUSE TO HAVE THEIR CONTACT INFORMATION LISTED.

EVENTS LISTING

ON NOTIFICATION, BY E-MAIL, TELEPHONE, OR IN WRITING, FROM ANY FORUM MEMBER, ANY STEM MEMBER, ANY CAER MEMBER, OR ANY STIPRA MEMBER, AND ON PROVISION OF THE NOTICE COPY OR CONTENT, PREFERABLY BUT NOT NECESSARILY IN USABLE CODE, THE ISTC WILL LIST AN EVENT. THE EVENT MAY BE ANY EVENT IN WHICH THE MEMBER OR MEMBER COMPANY HAS AN INTEREST, BUT SHOULD NOT BE AN EVENT WITH SPECIFIC RELIGIOUS, POLITICAL, OR PUBLIC ISSUE INTENT. THE ISTC RESERVES THE RIGHT TO QUESTION THE APPROPRIATENESS OF PLACING THE EVENT IN WHICH CASE THE CHAIR OF THE PLANT MANAGERS WEB COMMITTEE AND OR FORUM COUNSEL MAY BE CONSULTED. (THE ISSUE HERE IS SPONSORSHIP OF SPECIFIC ACTIVITIES VIOLATIVE OF THE FORUM'S CHARTER AND BY-LAWS.) THE ISTC ALSO RESERVES THE RIGHT TO DELIST ANY EVENT FOR OBVIOUS REASONS SUCH AS THE SPECIFIED DATE HAS NOW PASSED. IF THE EVENT IS A RECURRING EVENT, THE ISTC SHOULD BE SO INFORMED AND ASKED TO PRESERVE THE LISTING.

NEWSROOM

ON NOTIFICATION, BY E-MAIL, TELEPHONE, OR IN WRITING, FROM ANY FORUM MEMBER, ANY STEM MEMBER, OR ANY STIPRA MEMBER, ON PROVISION OF THE NOTICE COPY OR CONTENT, IN USABLE CODE CONSISTENT WITH ISTC SPECIFICATIONS, THE ISTC IS AUTHORIZED TO POST A NEWS RELEASE OR A NEWS RELEASE LINK IN THE WEB SITE NEWSROOM. THIS AUTHORIZATION IS IN EFFECT ONLY AFTER THE ISTC HAS INFORMED BY E-MAIL, THE COMMITTEE COMPRISED OF REPRESENTATIVES OF REFINERIES, CHEMICAL PLANTS, UTILITIES, OTHER MEMBERS, JEFFERSON COUNTY, HARDIN COUNTY AND ORANGE COUNTY AS WELL AS

LEGAL COUNSEL. THE COMMITTEE MEMBERS HAVE 24 HRS. IN WHICH TO REPLY TO ISTC OF ANY OBJECTIONS. ABSENCE OF OBJECTIONS ASSUMES ACCEPTANCE. IF THERE ARE OBJECTIONS, THE FORUM PRESIDENT SHALL DECIDE ACCEPTANCE. THE ISTC WILL REFUSE TO ENCODE, EDIT OR ALTER IN ANY FASHION THE COPY PROVIDED TO THE ISTC. THE NEWS RELEASE MUST SPECIFY THE AUTHOR OF THE RELEASE WHICH MUST INCLUDE THE CORPORATE IDENTITY OF THE AUTHORSHIP, INCLUDING CONTACT INFORMATION FOR FURTHER QUESTIONS AND EXPLANATION, OTHER THAN ISTC, SETPMF OR THE WEBMASTER, AND INCLUDE A DISCLAIMER THAT THE AUTHOR BEARS SOLE RESPONSIBILITY FOR THE ISSUANCE OF THE RELEASE. ("THIS RELEASE WAS PREPARED BY MOTIVA WHO BEARS SOLE RESPONSIBILITY FOR ITS CONTENT" FOR EXAMPLE.) THE RELEASE CAN CONTAIN NO INFORMATION ATTACKING OR DEROGATORY OF ANY OTHER MEMBER. THE RELEASE SHOULD NOT ADVOCATE ANY POLITICAL POSITION NOR SUPPORT ANY POLITICAL PARTY OR CANDIDATE. NEITHER THE WEBMASTER, SETPMF, NOR ISTC WILL ACCEPT ANY RESPONSIBILITY FOR NOR BEAR ANY LIABILITY FOR THE RELEASE OR ITS CONTENTS, WHETHER ACCURATELY POSTED OR OTHERWISE. THE ISTC CAN REFER ANY PROPOSED POSTING TO THE CHAIR OF THE WEB COMMITTEE AND OR FORUM COUNSEL FOR REVIEW FOR CONSISTENCY WITH THESE POLICIES AND PROCEDURES, AND THE MEMBERS SHOULD UNDERSTAND THAT SUCH REFERRAL WILL IN ALL LIKELIHOOD BE THE RULE RATHER THAN THE EXCEPTION. THEY MAY IN TURN CONTACT THE CHAIR OF THE SETPMF IF FURTHER GUIDANCE IS NEEDED. THE ISTC WILL HAVE NO RESPONSIBILITY FOR THE TIMELINESS OF THE POSTING AND HAVE NO OBLIGATION TO POST ANY OFFERING AT ALL. THE ISTC MAY TAKE DOWN ANY POSTING AT ANY TIME AND WILL ROUTINELY DO SO AFTER THIRTY DAYS UNLESS THE PARTY REQUESTING THE POSTING ASKS OTHERWISE AND THE ISTC AGREES. IN ADDITION TO GENERIC DISCLAIMER LANGUAGE ON THE NEWSROOM PAGE, THE ISTC WILL RESERVE THE RIGHT TO DISCLAIM ANY SPECIFIC POSTING AFTER ADVISING THE PARTY PROVIDING THE RELEASE.