

### *Behavior of Employees - Policy 1-2*

It is the policy of the Bank that all employees adhere to appropriate standards of behavior. Generally, conduct which creates a safety risk for employees or others, which interferes with operations, which discredits the Bank or which is offensive to customers or fellow employees will not be tolerated.

(1) Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the Bank.

- (a) Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time.
- (b) Giving proper advance notice whenever unable to work or report on time.
- (c) Complying with all Bank safety, security, and procedural regulations.
- (d) Wearing clothing appropriate for the work being performed.
- (e) Maintaining work place and work area cleanliness and orderliness.
- (f) Treating all customers, visitors, and fellow employees in a courteous manner.
- (g) Refraining from behavior or conduct deemed offensive or undesirable, or which is contrary to the Bank's best interests.
- (h) Performing assigned tasks efficiently.
- (i) Reporting to management suspicious, unethical, or illegal conduct by fellow employees, customers, or suppliers.

(2) Conduct which is prohibited and will subject the individual involved to disciplinary action, up to and including termination, includes, but is not limited to:

- (a) The reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on Bank premises.
- (b) The use of profanity or abusive language directed to customers or fellow employees or otherwise offensive in nature.
- (c) The possession of firearms or other weapons on Bank property.

- (d) Insubordination or the refusal by an employee to follow Supervisor's instructions concerning a job-related matter.
- (e) Fighting or assault of a fellow employee or customer.
- (f) Theft, destruction, defacement, or misuse of Bank property or of another employee's property.
- (g) An act of dishonesty, willful disloyalty or fraud by the employee that the Bank determines is detrimental to the best interest of the Bank.
- (h) Falsifying or altering any Bank record or report, including, but not limited to, an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records.
- (i) Threatening or intimidating Management, Supervisors, security guards, or fellow workers.
- (j) Horseplay, pranks, or practical jokes of a serious or repetitive nature constituting a disruption in the workplace.
- (k) Sleeping on the job.
- (l) Failure to wear assigned safety equipment or failure to abide by safety rules and policies.
- (m) Improper attire or inappropriate personal appearance.
- (n) Engaging in any form of sexual harassment or harassment of any nature.
- (o) Violation of Bank's policies on solicitation or distribution.
- (p) Improper disclosure of confidential information.
- (q) The deliberate and intentional engaging by the employee in gross misconduct which is materially or demonstrably injurious to the Bank.

The examples above are illustrative of the type of behavior that will not be permitted, but are not intended to be an all-inclusive listing. Any questions in connection with this policy should be directed to the Human Resources Department.

### ***Personal Appearance - Policy 1-3***

“Professional Dress” will be required in all of our facilities (including in store offices) during Monday through Thursday business hours. Business casual is approved for all facilities during Friday, Saturday, and Sunday business hours. Employees are responsible for following the guidelines listed below in maintaining a “Professional Dress or Business Casual” image.

Standard attire for male employees will be a tie, collared dress shirt, dress pants, socks, dress shoes, belt or suspenders. Male officers in all business units including bank subsidiaries will wear a suit or dress sport jacket with dress pants, belt or suspenders. Standard attire for female employees will be a suit or dress separates (skirt, slacks, gauchos, Capri’s, jacket, sweater set), dress, blouse, sweater, dress shoes, and hosiery. Female officers in all business units including bank subsidiaries will wear a suit, dress separates, (skirt, slacks, gauchos, Capri’s, jacket, sweater set) or a dress.

The chart is intended to be a quick reference guide and is not intended to be all inclusive.

NON -ACCEPTABLE ITEMS	Professional Dress Acceptable Items	Business Casual Acceptable Items
Denim jeans, shirts, dresses, jumpers regardless of color	Suits or dress separates (Capri’s and gauchos must be worn with a jacket or sweater set)	
Stirrup Pants/leggings/shorts	Dresses & skirts(female)	
Spandex or Lycra stretch fabrics	Dress pants, dress Capri’s, dress gauchos	
Athletic clothing( jogging apparel, sweats, wind suits)	Dress shoes, dress boots	
Polo/Golf shirts (males & females)	Dress Sport Coats & Blazers (males & females)	Open collar dress shirts
T-shirts, halter tops, tank tops(including WesBanco T-shirts)	Sweaters (climate appropriate), sweater sets	WesBanco Apparel defined as Business Casual on store site
Cut Off clothing of any kind	Collared dress shirts (males, females) blouses, (females)	
Short skirts or dresses, i.e. more than 3 inches above the knees		
Corduroys	Ties (required)	Twill/cotton pants, i.e. Dockers
See through or tight-fitting clothing	Belt or Suspenders	
Tennis shoes, hiking boots, casual sandals, clogs, and dress sandals	WesBanco Apparel defined as Professional Dress on store site	

- \* Hosiery is required if employee is wearing a skirt or dress above mid calf
- \* No hosiery required if employee is wearing slacks, dresses or skirts below mid calf
- \* Acceptable dress shoes for women are limited to pumps, sling back, peep toe shoes, flat dress shoes, and mules. Flat or wedge mules may be worn with dress pants, i.e. Clarks. Exceptions would include medically prescribed footwear.
- \* Ties must be worn unless specific approval is given not to wear a tie due to safety issues.
- \* Permission has been given to Building Maintenance and Mail Room personnel to wear bank authorized uniforms.

Please exercise good judgment in your selection of clothing! Professional business attire should be worn when attending external meetings where attire has not been designated as business casual and as appropriate when meeting with customers or prospective clients on their premises.

Special corporate events may permit corporate <sup>BANK</sup> [REDACTED] apparel. Market Presidents are required to approve these exceptions in advance.

Personal hygiene, age appropriate clothing, proper fit and properly laundered and pressed clothing are also part of personal appearance. Employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance at all times. Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers.

Visible piercings, other than ear, must be removed during business hours. If tattoos are deemed by management to be offensive or distracting to customers or fellow employees, the employee may be asked to cover the tattoo during business hours.

[REDACTED] management has the discretion to determine appropriateness in dress and appearance. The direct supervisor of each employee is responsible to counsel with any employee who is not complying with this policy. If an employee is requested by management to return home to change into acceptable attire, paid absence time will be used to offset the employee's absence. If paid absence time is not available, the employee will not be compensated for the time taken to change clothing and return to work. Repeated violations of this policy will result in disciplinary action.

Requests for reasonable accommodation (i.e. Title VII, ADA, Religious) will be considered for situations requiring an exception. Medical documentation will be required.

Supervisors are available to answer your questions to insure uniformity across the corporation.

### *Vacation Policy - Policy 3-2*

Beginning in January 2003, vacations will accrue on a quarterly calendar basis. This policy is effective November 1, 2002, and does not affect an employee's earned vacation for 2002.

Part-time vacation payment will be based on thirty (30) hours per week. Full-time vacation payment will be based on thirty-seven and one-half (37.5) hours per week. Exceptions to the above-referenced hours may be made based upon approved hours scheduled for the employee. In the event an employee's status changes from part-time to full-time or full-time to part-time during the year, vacation time will be based on the individual's status at the time the vacation accrues.

Each employee will be allotted five (5) vacation days ("one vacation week") in January to begin the year. These five (5) days may be used in any month of the calendar year and are a part of an employee's total allotment. A new employee does not have any paid vacation until the initial assessment period is successfully completed.

Earned vacation day accruals will occur as of the first day of each new calendar quarter beginning April 1, in order for each employee to have earned his/her maximum amount of accrued days at the end of the calendar year. Earned vacation day accruals will not occur if an employee is on an unpaid leave of absence. An employee will accrue vacation only when the employee returns to active employment.

Days cannot be carried over from year to year. Any accrued vacation not taken by December 31 will be forfeited. An employee leaving employment will only be entitled to compensation for unused vacation accrued by the date of separation. An employee's accrued days will appear on each pay stub and will be updated as the employee accrues days. The vacation allowance will be reduced by any vacation time already taken during the year. If an employee has been "advanced" vacation and the employee leaves the employment of the company, the excess paid vacation will be deducted from final pay.

Whenever possible, an employee will be given a choice of time for vacation. However, should a scheduling conflict occur, supervisors will have the final approval of any scheduled vacation time.

If there are any specific shortfalls of needed vacation time because of this change in past practice, please contact the Human Resources Department to discuss utilizing an "advance" of your vacation accruals. Upon written request, the employer will "advance" non-accrued vacations in order to facilitate scheduled trips and vacations. This policy will be liberally construed in order to facilitate

scheduling vacations during the first six months of the year. The guidelines regarding the vacation policy are available in the Human Resources Department.

- The following is an employee's accrual schedule by classification:

Classification	Accrual Days Amount Per Quarter	Initial Accrual Days Per Year	Max. Accrual After 10 years	Max. Accrual After 20 years
Non-officers	5	10	15	20
Officers	5	15	20	20
Sr. Officers	5	20	20	20

- Your accrued vacation may be taken as days according to the following schedule:

Vacation Allocation	Maximum Number of Days Taken as Days
2 Weeks	5
3 Weeks	10
4 Weeks	10

#### Scheduling Vacation

Supervisors and Department Heads are responsible for scheduling vacation within each area in order to maintain maximum operating efficiency. The vacation policy is administered on a calendar year basis, which is January 1 to December 31. If a new employee is hired in June, the employee must take the initial vacation allotment by the end of the first quarter of the next calendar year.

The order of seniority for vacation time is Senior Officer in charge of the department, other Senior Officers, officer in charge of the department, other officers, then non-officers. Each category is by length of service.

The vacation schedule will be circulated in each area, by seniority, with employees required to select a minimum of one (1) week and a maximum of two (2) weeks. It is suggested that the vacation schedule be recirculated in the same manner until those employees entitled to additional weeks have selected their required weeks.

All individual vacation days must be taken as full days. Half days are not permitted.

If a Holiday occurs within the vacation week, that extra day may be scheduled any time after that vacation week.

*Attendance - Policy 5-1*

Attendance and punctuality are important factors for your success in our Bank. We work as a team and this requires that each person be in the right place at the right time.

It is the policy of the Bank to have each and every employee maintain a good record of attendance. Absence from work can and does create operating and scheduling problems. Therefore, it is vital that absenteeism not become a problem. Attendance, promptness, and reliability are crucial to the effective operation of the Bank and will be maintained at the Bank. Excessive absenteeism is subject to disciplinary action up to and including dismissal.

### *Absence from Work and Procedures for Reporting Off Work - Policy 5-2*

The nature of bank work is such that a dependable attendance record is extremely important. Absences are classified into two categories: excused and unexcused. In order to provide a framework in which excused and unexcused absences may be considered, the policies relative thereto have been adopted as follows:

If the employee misses a period of consecutive days, it must be noted that each day missed is considered as a separate absence. Time away from work by reason of unexcused absences will not be compensated for, and more than two unexcused absences in one calendar month or three per calendar quarter may be cause for dismissal.

Excused absences with pay may only be granted to non-officers who have successfully completed their initial assessment period. Senior Management will be kept informed by the Human Resources Department of situations pertaining to absences.

As stated herein, excused absences may be with or without pay. Factors taken into consideration in permitting excused absences are the time of the year, the effect on department or office operations, the employee's performance and attendance record, length of service, and the anticipated length of the absence. Requests for unpaid leave of absences must be made in writing to the Department Head or the officer in charge. Upon receipt of such requests and after consultation with the Human Resources Department, the Department Head or the officer in charge will promptly notify the employee as to whether or not the unpaid leave of absence has been approved. If the Family and Medical Leave Act applies, the Bank will comply with that statute.

All officers and employees in all departments are to adhere to the following procedures when reporting off work:

- (1) The employee must contact his immediate Department Head, Supervisor, or designate to report off work. (The Department Head or Supervisor will be responsible for informing his staff who the appointed designate will be.);
- (2) The Department Head, Supervisor, or his designate must be called as early as possible, but no later than fifteen (15) minutes prior to the employee's scheduled starting time to allow his supervisor time to make arrangements for proper coverage in his absence;
- (3) In the event the Department Head, Supervisor, or his designate is not available, the employee must call the Senior Officer in charge of the overall organizational unit;



(4) Only the Senior Officer, Department Head, Supervisor, or designate will be permitted to accept calls from employees reporting off work;

(5) Each employee is required to report off each day he is absent, up to four (4) days. After four (4) days, the employee is to provide the Supervisor with weekly updates as to their return to work status until returning to work. Absences of four (4) or more days requires a doctor's release before returning to work. Any exception must be authorized by the Human Resources Department.

(6) Failure to adhere to these procedures could result in the employee being charged with an unexcused absence without pay, as well as being subject to disciplinary action. Management will determine if each absence is excused or unexcused.

(7) Any officer or employee failing to provide proper certification to the Bank for reporting off work will be considered to have abandoned his position; which is grounds for disciplinary action and/or dismissal.

(8) If the Family and Medical Leave Act applies, the Bank will comply with that statute.

### ***Paid Absence Policy - Policy 5-3***

It is the policy of the Bank to permit employees to be absent from work under certain circumstances. All references to days mentioned in the Paid Absence Policy mean workdays. The Paid Absence Policy is intended to provide employees of the Bank with personal security for absences. It is not intended as a paid benefit to supplement the Vacation Policies of the Bank.

A non-officer will not be entitled to be compensated for time away from work until he has successfully completed his initial and/or extended initial assessment period.

Employees may or may not receive compensation for authorized and approved absences. However, compensated days missed will be deducted from an employee's unused paid absence hours or short-term disability hours.

An employee will be compensated up to three (3) days due to a death in the immediate family; however, the day(s) missed will not be deducted from his paid absence days. Part-time and full-time employees will be compensated for the scheduled work hours per day for funeral leave. Any additional time missed due to the death of the same immediate family member will be deducted from the employee's unused paid absence days and/or hours. Immediate family is defined as spouse, child, brother, sister, grandchild, great-grandchild, grandparent, great-grandparent, parent, parent-in-law, sister-in-law, brother-in-law, son-in-law, and daughter-in-law.

***Employees will not be compensated during periods of unauthorized or unapproved absence. Such absences will not be tolerated and will be considered grounds for disciplinary action.***

Maximum entitlement for paid absence days is ten (10) per calendar year. Paid absence time includes time for the illness of the employee's family, inclement weather, funerals, other than immediate family, or other valid reasons, i.e., real estate closings, medical tests, dental procedures, required school meetings, and religious observances and/or holidays.

Paid absence time includes the first three (3) consecutive days off for an employee's own illness. In the event an employee has a medical problem that results in absences that are not consecutive, i.e., chemotherapy for cancer, such absences will be treated as consecutive. After an employee is off work for three (3) consecutive work days, starting with the fourth day and continuing until the employee returns to work, time off work will be deducted from the employee's available short-term disability time.

Employees will receive paid absence time at the discretion of management according to the following schedule:

Non-Officers (Part-time & Full-time)

Successful completion of the initial assessment period to December 31 of that calendar year, five (5) paid absence days.

January 1 of the next calendar year of employment and thereafter, ten (10) paid absence days per calendar year.

Officers

From date of hire, ten (10) paid absence days per calendar year.

Senior Officers (Vice President & Above)

By authorization of the Executive Committee, a senior officer, at a minimum, is entitled to the absence days he would have earned if he were any other officer.

### *Paid Time-Off - Policy 5-5*

If an employee is entitled to paid-time off for funeral leave, jury duty, paid absence, vacation, holiday, injury, or illness, they will be paid as follows:

#### Full-Time

Monday through Friday at 7.5 hours per day, Saturday at 4.00 hours.

#### Part-Time

Monday through Friday at 6.00 hours per day, Saturday at 4.00 hours.

#### Temporary

Employees are not eligible for paid time off.

To be eligible for compensation for absences, an employee shall obtain approval from his immediate Department Head or Supervisor in advance of the absence. In the event of an emergency which causes an employee to be absent without advance notice, the employee is required to notify his Department Head or Supervisor and/or the Human Resources Department of the situation immediately. An employee failing to make the proper notification will be considered to have abandoned his position which is grounds for disciplinary action and/or dismissal.

Compensation during authorized absences will not be granted before days of paid absence or short-term disability have been earned. However, authorized absence without pay may be permitted in appropriate circumstances.

An employee missing four (4) consecutive scheduled work days, due to personal illness, will be required to present his Department Head or Supervisor and the Human Resources Department proper certification by his physician stating the nature of the illness, the date on which the employee became unable to work, and the date his physician released him to return to work with any limitations concerning the employee performing his regular assigned duties and work the scheduled hours for his position.

An employee missing scheduled workdays for reasons other than personal illness, will be required to present his Department Head or Supervisor and the Human Resources Department supportive documentation explaining the reason he was absent from work.

Bank Management maintains the right to require an employee absent from work due to illness to be examined by a physician chosen by the Bank.

The Department Head and/or Supervisor is required to keep an accurate record of each employee's absence in his department.

All employees and officers must complete an absenteeism report and forward it to the Human Resources Department upon returning to work after each absence.

Excessive absenteeism could be cause for disciplinary action and/or termination from the Bank.

Unused days or hours of paid absence or short-term disability are not convertible into cash, personal holidays, or vacation. If employment is terminated for any reason, by either the Bank or the employee, pay for unused days or hours of paid absence or short-term disability will not be granted. No employee is allowed to accumulate absence or short-term disability days or hours and carry them forward to the next calendar year.

Compensation for absences on holidays, for compensatory days in lieu of overtime, or for non-scheduled days is not covered by the terms of this policy.

Excused days off for absences will not be considered as working time for calculating overtime compensation.

Absence resulting (up to the first three (3) days) from a job-related injury, will not be charged against an employee's accumulated days of paid absence/short-term disability. (See Workers' Compensation Policy 4-1).

Bank Management expressly reserves the right to change, modify or revoke the foregoing policy in whole or in part at any time, and from time to time without notice, as it may deem necessary for the effective and efficient management of the Bank.

A temporary employee will not be compensated for time absent from work (except for workers' compensation).

### ***Leaves of Absence - Policy 5-7***

It is the policy of the Bank to grant the following types of leaves of absence: (A) Unpaid Leave of Absence, (B) Personal Leave of Absence to full-time and part-time employees under certain circumstances. Temporary employees are not eligible for leaves of absence. All leaves of absence are granted upon approval by Senior Management. Family and Medical Leave of Absence is covered in Policy 5-5.

The following types of leave will be considered:

#### **(A) Unpaid Leave of Absence**

May or may not be granted taking certain factors into consideration such as time of the year, the effect on department or office operations, the employee's performance and attendance record, length of service and the anticipated length of the absence. The decision as to any job being kept available will be made on a case-by-case basis.

#### **(B) Personal Leave of Absence**

For any purpose not covered by the unpaid leave of absence and Family and Medical Leave.

When possible, requests for a leave of absence should be submitted thirty (30) days prior to the leave period or as soon as practicable.

A request for a personal leave of absence or unpaid leave of absence must be submitted in writing to the employee's Department Head or Supervisor. All requests for a personal leave of absence or unpaid leave of absence will note the reason for the leave, the date the employee's leave is requested to begin, and the approximate date the employee is requesting to return to work. The Department Head or Supervisor shall forward the request for a leave of absence to the Human Resources Department. The final decision concerning the request will be made by Senior Management.

In the case of an emergency and the employee is unable to request in writing a leave of absence, it will be the responsibility of the Department Head or Supervisor to request written documentation from the family or someone who is knowledgeable of the circumstances stating why the employee is unable to work and the approximate date the employee will be able to return to work.

A full-time employee who is on a leave of absence will retain his present life and long-term disability insurance coverage by the Bank during the approved leave.

## *Electronic Mail Standards - Policy 7-1*

*BANK*  
The [REDACTED] electronic mail (e-mail) system is a corporate resource designed to provide an efficient and productive means of communications within and outside the organization. WesBanco network users are encouraged to become familiar with the [REDACTED] e-mail system and use it in appropriate situations to enhance communications and the efficient processing of business information.

*BANK*  
1. The [REDACTED] standard e-mail software are Microsoft Outlook and MSMail. The [REDACTED] e-mail system provides communications with internal personnel as well as approved Internet (external) e-mail exchange.

*BANK*  
2. The standard [REDACTED] e-mail software is the only approved method of exchange of Internet e-mail. For security and other reasons, individual modem dial-out access to the Internet for e-mail exchange on a [REDACTED] PC is not permitted. *BANK*

3. Users should use the same care in drafting e-mail and other electronic documents as they would for any other communication. Keep in mind that anything created on the computer could possibly be reviewed by others.

*BANK*  
4. The [REDACTED] e-mail system should not be used for transmitting personal materials, promotions, advertisements, political material, etc.

5. Users should be very sensitive about forwarding information received. Remember that it may be forwarded again. Consider or consult the sender when in doubt about forwarding a message or information.

6. Harassing, embarrassing, indecent, intimidating, or other unlawful material may not be sent by e-mail or any other form of electronic communication or be displayed on or stored in [REDACTED] computers. This activity is grounds for immediate disciplinary action, which may include termination of employment. Users encountering or receiving such material should report the incident to their department manager, Data Security Officer or to the Senior Officer in Charge of Information Technology.

7. Participation in e-mail "chain letters" is not permitted.

8. The purposeful transmission of destructive programs such as viruses is absolutely prohibited and is grounds for disciplinary action, which may include termination of employment.

9. Do not open suspicious e-mail, particularly received from the Internet as it may spread computer virus contamination to your PC. When in doubt, contact the IT Help Desk.

10. The [REDACTED] e-mail system is designed to be a method of communications. It should not be used as a filing system. Storing large amounts of information on the e-mail system may cause the system to operate incorrectly and cause a loss of data.

11. Your e-mail should be read, printed as needed, then removed from the system.

12. If you wish to keep e-mailed files, store them on the appropriate PC hardware drive or diskette, then delete the e-mail.

13. Please note that for proper maintenance, e-mails may be automatically deleted by the system after six months of age.

14. Your important e-mails, schedules and address books should also be kept in hard copy (printed) form in case of a data loss.

15. Users are responsible for safeguarding their e-mail passwords. Users are responsible for all e-mail transactions made using their passwords.

16. Contact the IT Help Desk with any problems regarding e-mail. (Please refer to the [REDACTED] Guide to the IT Help Desk and Support Services.)

17. Suggestions regarding the [REDACTED] e-mail system should be communicated to the IT Help Desk.



*Using Computers and the [REDACTED] Network - Policy 7-2*

The [REDACTED] network and Personal Computers ("PC") are provided as resources to the personnel of [REDACTED] to support and enhance the efficiency and productivity of daily business processes. [REDACTED] personnel are encouraged to learn about, understand and use these technology resources. Listed below are [REDACTED] policies for using these resources:

1. The computer and network resources and services of [REDACTED] are company assets and may not be used for storing personal files and software, promotions, advertisements, political materials, etc.
2. [REDACTED] PC's are configured and loaded with standard business software products. [REDACTED] PC users may not install their own personal software onto their computers. PC users may implement appropriate business software with the approval of the department manager and the Senior Officer in Charge of Information Technology.
3. It is company policy that users of the [REDACTED] network must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
4. The purposeful storage of destructive programs such as viruses is absolutely prohibited and is grounds for disciplinary action, which may include termination of employment.
5. Users are responsible for safeguarding their network User ID's and network passwords. Passwords should not be printed or stored online. Users are responsible for all transactions made using their passwords.
6. PC users will utilize password-protected screensavers to ensure that access to the network and applications are safeguarded from unauthorized intruders. These screensavers should activate after no more than five (5) minutes of non-activity.
7. Each network user should change their password at least every 30 days.
8. PC users are encouraged to maintain backups of important PC or network files that would impact operations if they were corrupted, lost or destroyed, and maintain appropriate rotation of backup files.
9. [REDACTED] technology assets such as PCs and printers are the assigned assets of that [REDACTED] site, and may not be relocated except by permission of and coordination with the IT Help Desk.

10. Contact the IT Help Desk with any problems regarding the network or your PC. (Please refer to the [REDACTED] Guide to the IT Help Desk and Support Services.)

11. [REDACTED] personnel are encouraged to provide suggestions regarding the network, PCs, and other Information Systems to the IT Help Desk.

12. If you feel that a [REDACTED] asset (such as a PC) may have been lost or stolen, you may discuss this in confidence with the Senior Officer in Charge of Information Technology.

13. If you feel that the integrity of the [REDACTED] network has been compromised or misused, you may discuss this in confidence with the Senior Officer in Charge of Information Technology.

### *Internet Security - Policy 7-3*

Secured access to the Internet is provided via the [REDACTED] network for certain business uses, such as acquiring information related to or facilitating the performance of our duties and tasks.

1. Access to the Internet is provided to [REDACTED] personnel with an approved business requirement. Employees may request Internet access to a site that is normally blocked. The employee's Department Head must approve exceptions; who will forward the exception request to the Senior Officer in Charge of Information Technology for processing and approval. The Senior Officer in Charge of Information Technology will forward the Internet access exception to the Data Security Officer. The Data Security Officer will review and determine if the Data Security Committee needs to be advised.
2. Access to the Internet for e-mail exchange is approved only through the [REDACTED] network e-mail system. (Please refer to e-mail policies.)
3. The [REDACTED] standard software used for accessing the Internet is Microsoft Internet Explorer.
4. The only permitted access to the Internet is through the secured [REDACTED] network as described above. For security and other reasons, individual access to the Internet on a [REDACTED] PC by dial-out through a modem is not permitted.
5. Extreme care should be used to avoid the download of contaminated files from the Internet. Do not download any file unless necessary for business requirements, and then from a trusted site. After downloading a file, it must be scanned for viruses.
6. Internet access is provided for business purposes. Internet site access may be monitored and/or restricted by WesBanco as a common business practice. Inappropriate usage can be grounds for disciplinary action, which may include termination of employment.
7. Accessing or downloading from inappropriate Internet sites such as a pornographic site through a [REDACTED] PC is prohibited and is grounds for disciplinary action, which may include termination of employment.
8. The use of the [REDACTED] Internet resources for personal use such as chat groups, non-business bulletin boards, gambling, commercial or personal advertisements, political material, etc. is not permitted and will be considered grounds for disciplinary action, which may include termination of employment.
9. [REDACTED] employees must comply with all software licenses, copyrights, and all other laws governing intellectual property and online activity.

10. Contact the IT Help Desk with any problems regarding the WesBanco network Internet access.

11. Suggestions regarding [REDACTED] network Internet access should be communicated to the IT Help Desk.

Please refer to and review the [REDACTED] Bank, Inc. Data Security Policy for full description and disclosure of all policies relating to data security. This policy may be obtained from the Data Security Officer and/or the Risk Management Officer.