

## Robert Walters Social Media Policy – Independent Contractors

### Purpose and Scope

Social media can broadly be described as any tool or service designed to facilitate conversation and interaction over the internet. Social media tools include but are not limited to:

- Social networking sites e.g. Facebook
- Micro-blogging sites e.g. Twitter
- Professional networking tools e.g. LinkedIn
- Video and photo sharing websites e.g. YouTube, Instagram, TikTok, Snapchat
- Blogs including corporate and personal blogs
- Forums and discussion boards such as Yahoo! Groups or Google Groups
- Online encyclopaedias e.g. Wikipedia
- Any other web site that allow individual users or companies to post comments to the web

Robert Walters recognises that most of its contractors will use or interact with Social Media in some capacity. This policy ensures those contractors who use Social Media for personal use or as part of their temporary assignment have information to support responsible use where Robert Walters' business, or a client's business is involved.

### Policy application

This policy applies to:

- Social media use when authorised by Robert Walters to represent the business and using a social media platform for business purposes; and
- Personal use of social media where contractors make reference to Robert Walters, its employees, products, services, clients, candidates, contractors, suppliers and/or other business-related individuals or organisations. Personal use includes use of social media during and outside of standard work hours.

The Policy applies to all contractors and should be read in conjunction with the Robert Walters Code of Conduct and Diversity Policy for independent contractors.

### Representing Robert Walters in Social Media

Only those officially authorised to do so may use social media to speak on behalf of Robert Walters. Any candidate or contractor representing Robert Walters in social media platforms must:

- Disclose their relationship with Robert Walters
- Ensure all information is factually correct and of a professional nature
- Maintain confidentiality and ensure only publicly available information is released
- Abide by the Robert Walters Code of Conduct at all times
- Respect copyright and comply with relevant legislation
- Not use Robert Walters logos, brand names, slogans or other trademarks without prior permission

- Not post or respond to any inappropriate content (material that is offensive, obscene, defamatory, harassing, threatening, intimidating, discriminatory or otherwise inappropriate)

### **Personal Use of Social Media**

Guidelines for personal use:

- Social media sites should not be used to convey critical comments in regards to Robert Walters' or a client's business, products, services, employees, clients, candidates, contractors, suppliers and/or other business-related individuals or organisations
- Do not disclose or comment on any private, confidential or secure information relating to Robert Walters' or a client's business, management, colleagues, clients, contractors, candidates or suppliers.

Any contractor who is unsure of the application of this policy can contact their Robert Walters Consultant for further information.

### **Confidentiality**

Contractors engaged with Robert Walters are bound by confidentiality in all use of social media, whether on behalf of the company or personal use and must not disclose intellectual property, business plans, strategy, financial information, policy or operational information, or make comments about the same, related to Robert Walters or a Client.

### **Bullying and Harassment**

The Diversity Policy and Equal Opportunity Policy principles apply to all social networking mediums. Contractors must not bully, harass or threaten colleagues, management, clients, candidates, contractors, suppliers or business partners of Robert Walters or a client on social media platforms.

### **Discrimination**

Contractors must not unlawfully discriminate against colleagues, management, clients, candidates, contractors, suppliers or business partners of Robert Walters or a client, or engage in conduct that is in breach of the Robert Walters Diversity and the Equal Opportunity policies on social media platforms.

### **Reporting inappropriate content**

Should a contractor become aware of content on a social media platform regarding Robert Walters or a client that is potentially inappropriate or in breach of this policy, they are encouraged to inform their Robert Walters Consultant.

### **Consequences of breach of policy**

Reported breaches of this policy will be investigated by Robert Walters. Any serious breach of policy will result in disciplinary action which may include counselling, issuing of written warnings, suspension, termination of assignment, laying of criminal charges or civil action.