

ROBERT WALTERS SOCIAL MEDIA POLICY – TEMPORARY WORKERS

ROBERT WALTERS

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 temporary workers will use or interact with Social Media in some capacity. This policy ensures those temporary workers who use Social Media for personal use or as part of their temporary client role 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 temporary workers 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 temporary workers and should be read in conjunction with the Robert Walters Code of Conduct and Diversity Policy for temporary workers.

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 temporary worker representing Robert Walters in social media platforms must:

- Disclose their position as a representative of the company
- Ensure all information is factually correct and of a professional nature
- Maintain confidentiality and ensure only publicly available information is released
- Abide by the Code of Conduct at all times
- Respect copyright and comply with relevant legislation
- Not use company 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 temporary worker who is unsure of the application of this policy can contact their Robert Walters Consultant for further information.

Confidentiality

Candidates 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. Temporary workers 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

Temporary workers 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 temporary worker 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, dismissal, laying of criminal charges or civil action.