

## Robert Walters Social Media Policy

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 employees will use or interact with Social Media in some capacity. This policy ensures employees who use Social Media for personal use or as part of their job have information to support responsible use where Robert Walters 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 employees 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 designated work hours.

The Policy applies to all employees at all levels including casuals, contractors and permanent staff and should be read in conjunction with the Robert Walters Code of Conduct and Diversity Policy.

### 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 employee 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' 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' business, management, colleagues, clients, contractors, candidates or suppliers.
- Do not use Robert Walters' email addresses in social media platforms. This implies employees are authorised to speak on Robert Walters' behalf.

Any employee who is unsure of the application of this policy can contact their Manager or the ANZ Human Resources team for further information.

## **Confidentiality**

Robert Walters employees are bound by confidentiality in all use of social media, whether on behalf of the company or personal use. Employees must not disclose intellectual property, business plans, strategy, financial information, policy or operational information, or make comments about the same.

## **Bullying and Harassment**

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

## **Discrimination**

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

## **Reporting inappropriate content**

Should employees become aware of content on a social media platform regarding Robert Walters that is potentially inappropriate or in breach of this policy, they are encouraged to inform their Manager or the ANZ Human Resources Team.

## **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 of employment, laying of criminal charges or civil action.