



## Social Media Policy

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This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, message boards chat rooms, electronic newsletters, online forums, social networking sites and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of The Workforce International Group of companies as well as personal use of social media when referencing Workforce International Group.

- Employees need to know and adhere to the Company's Code of Conduct, Employee Handbook and other company policies when using social media in reference to Workforce International Group.
- Employees should be aware of the effect their actions may have on their images, as well as the Company's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that Workforce may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Workforce, its employees or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, abuses or threatens others, vilifying or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with Human Resources Department and/or manager/supervisor.
- If employees find or encounter a situation, while using social media, that threatens to become aggressive, employees should disengage from the dialogue in a polite manner and seek the advice of a manager/supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at Workforce International. Workforce computer systems are to be used for business purpose only. When using Workforce computer systems, use of social media for business purposes is allowed (eg. LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates the Company's Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with Workforce International, a disclaimer should be used, such as this: *"the postings on this site are my own and may not represent Workforce International Group of Companies' positions, strategies or opinions"*

Chief Executive Officer – April 2017