

This document outlines the Terms of Use for TWE Global team members in relation to our enterprise social network platform Workplace.

TWE Global's Workplace from Facebook service (the "Service") provides you with the ability to internally communicate with leaders and team members in a similar way to how you communicate on popular social media channels. The Service is, however, entirely separate from a personal Facebook account.

The Service is provided by TWE Global to give you the opportunity to participate in an internal communications site as an additional way to interact, learn and share information, find someone or provide feedback. Participation on or use of the Service is voluntary and not a requirement of your employment, however use of Workplace from Facebook represents your agreement to these Terms of Service.

The Service is hosted from the United States, and if you are located outside of the United States, by using the Service you are consenting to the transfer of any information you input into the Service (including your personal information) to the United States for processing.

While the Service is an internal communications channel, there are certain rules you are required to follow when using it, as you would expect from typical social media channels. These rules set out the required appropriate behaviour for all users that is respectful of others' rights and opinions, and provides a productive and safe environment for all.

The TWE Global Code of Conduct applies to the use of the Service, and should be used in a manner that protects TWE information.

The Service is made available for individual use related to your employment on behalf of TWE Global. It is intended for the internal discussion of TWE Global-related business matters and not for use in connection with personal matters. Remember the Service is for internal use only.

Users should not discuss or post on the Workplace site any TWE confidential or commercially sensitive information. Such information may include things like: documents containing production volume forecasts, information on customers and market shares, details of pricing and margins, confidential contractual terms, any type of information that could effect TWE's share price or any matters pertaining to a person's employment with TWE. Information on Workplace is not to be shared externally, however, if you wish to discuss this further please email workplace@tweglobal.com.

Users assume all knowledge of applicable laws and are responsible for compliance with any such laws. Users may not use the Service in any way that violates applicable state, federal, or international laws, regulations, government requirements or TWE Global policies and procedures. Misuse of the Service and/or violation of these Terms of Service may result in disciplinary action, including in appropriate cases, suspension or termination.



By uploading any information, images, documents or other material on the Service, you represent and warrant that you have the right or have been granted the right by the owner of the material to use and publish the material throughout the organisation.

Users should have no expectation of privacy with respect to the use of the Service on a TWE computer resource.

Any subject matter or related documents that are subject to a legal matter or any litigation shall not be discussed or posted on the Service.

TWE Global encourages users to express themselves and their point of view on the Service, with these points in mind:

- Being respectful, courteous and professional to everyone, in every post
- Not unnecessarily tagging people in your posts
- Keeping comments concise and appropriate
- Checking your content before publishing for tone and words that could be misunderstood
- Only posting photos and videos of yourself and team members in a work-related context
- If requested to remove any content by your manager or the administrators, doing so in a timely manner
- Keeping in mind the rules on copyright infringement, intellectual property and plagiarism still apply
- If you need to contact a team member or colleague urgently, calling or emailing them rather than posting to Workplace.

There is certain content that is inappropriate for the Service including content which is deemed to be:

- Libelous, defamatory, derogatory, demeaning, malicious, abusive, offensive, threatening or hateful towards any individual or group (including clients and competitors)
- Obscene, profane, pornographic, or sexually explicit
- Depicting graphic or gratuitous violence
- Making threats of any kind, or intimidating, harassing, bullying or showing disrespect for anyone
- Violating the intellectual property, privacy or publicity rights of another
- Violating any company policy.

The [TWE Global Code of Conduct](#) and [Social Media Policy](#) applies to your use of the Service.

[Facebook's terms and policies](#) also apply to your use of the Service.

TWE Global reserves the right to change these Terms of Use at any time with or without notice.

If you have any questions concerning these guidelines or a concern that any person is violating these guidelines, please contact workplace@tweglobal.com.

