

# Key elements of a use policy

The establishment of a policy makes it possible to define a framework as well as rights and duties of all Talkspirit users.



## COMPLIANCE WITH EXISTING ORGANIZATIONAL POLICIES

- o The user policy can either complement or reinforce an organization's main provisions such as its Code of Ethics or information systems policy.

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## RESPECT FOR EMPLOYEES' PRIVACY

- o Information that identifies your employees must be shared within a predefined framework by the organization.
- o In business as elsewhere, every individual has the right to his or her images and how they can be used. Employee's photos fall within the scope of the GDPR and the French law on data processing and liberties. Employees can therefore object to the use of their images if they do not fall within the framework of the company's obligations.

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## RESPECT FOR PROFESSIONAL RELATIONSHIPS

- o Reminders about good practices in professional relations can be shared when launching a collaborative platform. A code of conduct is essential to proper team functioning and a good working climate.

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## OWNERSHIP OF SHARED INFORMATION

- Users must be informed when information they publish in the newsfeed is not their property. *“The company is the full owner of the information and content exchanged on the internal platform it has set up”.*

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## INSTRUCTIONS FOR USE

User policies can also be a source of guidance for users.

- **On the substance:** Communication is done with respect for opinions and politeness. Comments add value. Responses are provided in a responsive manner. *“Try to add value when sharing information. Rebound in a relevant and rewarding way on a subject”.*
- **On form and style:** Communication can be framed by editorial guidelines.

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