



# Going Social

While we can all contribute to our **WOWCareers** social media posts and we encourage Woolworths team members to share their career stories online, as a Woolworths' employee you are expected to act responsibly and respectfully.

Avoid making comments that unintentionally may cause harm to yourself, others or the Company.

## **Follow the Code of Conduct**

Be aware the Code of Conduct still applies online whenever you are talking about your job, Woolworths, colleagues, customers or your manager.

## **Assume everything is public**

Conversations, comments, photos, videos, confidential or commercially sensitive company information can remain permanently online, irrespective of any attempt to delete the content

## **Be respectful**

Woolworths has a low tolerance for negative comments made about colleagues, customers, suppliers, competitors or the company. Respect others and don't say something online that you wouldn't be prepared to say direct to someone's face

## **Be Honest and transparent**

If you are talking about Woolworths or retailing on any forum, you should disclose your employment status. You cannot make comments on behalf of the Company and you need to be clear that any comments made are your personal view. If you do post information about the Company, make sure it is not confidential and that it is accurate.

## **Give your job your full attention**

It's your responsibility to do your job to the best of your ability. Use your time at work productively and keep personal conversations, phone calls, internet use and the use of personal mobile devices to an absolute minimum.

**Any breach of the Code of Conduct may result in disciplinary action including dismissal**

## **Other Useful Documents to help you keep safe online:**

- **Code of Conduct**
- **Appropriate Workplace Behavior**
- **Acceptable Use of Information Systems**