

# 10 Do's and Don'ts



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## Respect your colleagues

Make sure you behave as you would in a face to face conversation, do not publish things you cannot stand by and remember to obtain consent before posting images and videos of someone



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## Workplace is a communication and collaboration tool for work

When you post or share on Workplace you do this as an employee of Securitas. You are as always expected to follow our existing internal policies



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## Stay positive

Keep a positive and respectful tone towards other users and their views. Avoid creating conflict with controversial content or opinions.



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## Use #hashtag, tag your post and be productive

Contribute with posts that are relevant for Securitas and encourages cooperation and engagement. Whether you are discussing tasks, projects or work, use **#project**, **#guards**, or other general tags like **#holiday** or **#lunch**. This will help Workplace (and you!) to keep content organised and searchable. Use relevant tags.



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## Be active and "Work out loud"

Discover and join groups once you get started. You can also create a new group and pin a post explaining the group's purpose. "Work out loud" by asking questions and offer knowledge to anyone in the organisation



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## Be specific

Keep your posts concise and informative, always consider who the content will be available to before posting. Keep your co-workers up to date with your work by tagging them in a post or comment.



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## Use your common sense

Consider the consequences of your posts. Always abide by our common Securitas policies. General rules applicable to our physical work environment is also applicable to Workplace. Remember that information shared internally can end up in public. If in doubt, apply caution!



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## Don't share Workplace content on your private facebook account

The two accounts are completely separate, so it is hard to share to public facebook by mistake. Workplace is a purely internal information channel for Securitas.



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## Make the most of Workplace

On Workplace everyone has a voice! Make sure to move your internal communication & collaboration to Workplace and get immediate feedback from the team. Upload and share documents as well as create polls and events.



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## Don't share sensitive information

Before sharing something sensitive or confidential, consider the group's permissions and members. A closed group is great for sharing to a specific audience. Please note that Workplace should not be used to share business critical information.