



RULEBOOK



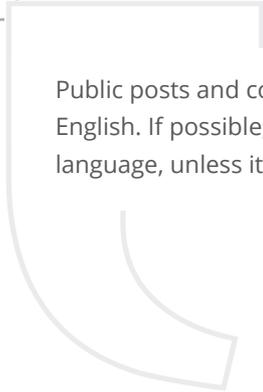
code of conduct for ABSL
Workplace by Facebook



By using ABSL Workplace by Facebook a user confirms that they have read this Rulebook and agrees to uphold it. We aim to create a cohesive community within ABSL, which is why we present the standards of behaviour on the platform:

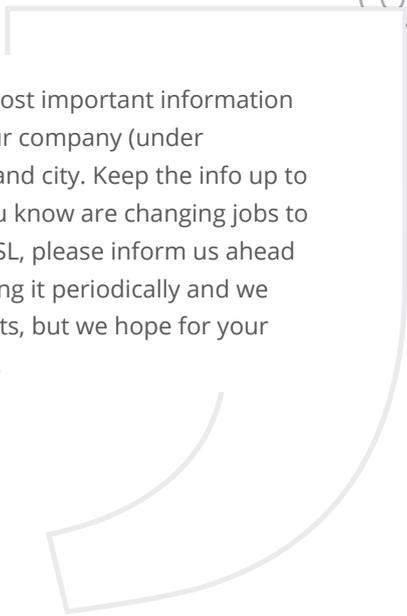


01



Public posts and comments should be written in English. If possible, refrain from using your native language, unless it is a private conversation.

02



Remember to fill in the most important information about you – including your company (under “Organisation”), position and city. Keep the info up to date. If you or anyone you know are changing jobs to a company outside of ABSL, please inform us ahead of time. We will be checking it periodically and we will remove those accounts, but we hope for your cooperation and honesty.

03

Please use your formal or semi-formal photo. There are no strict guidelines, but it is important that your face is visible. Refrain from using casual photos when using ABSL Workplace.

04

Show respect, politeness and good manners to others. Do not engage in hostile attacks, trolling or harassment. Do not use inappropriate language or curse words.

05

Be careful not to post anything that might offend people of a different race, gender, nationality, ethnic background, religion, cultural background, political views, sexuality or disabilities. This list is not finite – please be considerate of others.

06

If you fall victim to harassment, do not retaliate. Report offending content to the ABSL Workplace.

07

If you are angry or agitated, please reconsider posting, wait until you are calmer to do so.

08

Check that you have tagged the correct recipients in your posts and comments.

09

Use capital letters sparingly. They might be received as screaming or pointed tone.

10

Re-read your content before posting. Check for mistakes, typos, adjust your tone and choice of words if necessary, to avoid misunderstandings. Remember that your posts reflect on you and your company.

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Rules and regulations regarding plagiarism are in full effect on ABSL Workplace. Do not claim other people's content and ideas as your own..

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Please be advised that ABSL Workplace is not to be used as a recruitment platform. Users who attempt inappropriate recruitment (trying to "steal" an employee from another company) will face removal from the platform and a report to their superiors.

13

Any form of defamation, slandering or otherwise negatively portraying others and other companies is not permitted. All content must be made in compliance with ABSL policies and Partnership agreements. This point in particular applies to all users of ABSL Workplace, including employees of member companies, member companies and Partners.

14

Using ABSL Workplace cannot negatively reflect on ABSL, ABSL's Partners, member companies and others. Within official ABSL groups, it is strictly forbidden to post content that promotes ABSL's competition or the competition of ABSL's Partners. If you are unsure who the Partners are, please visit <https://absl.pl/partnership/absl-partners/>.

15

ABSL Workplace Administration reserves the right to hide or remove any posts that could violate agreements, rules of conduct and rules written herein. In case of doubts, posts may be hidden until the issue is resolved. If you have any doubts about whether or not your content will be allowed, contact ABSL Admin or send an e-mail to workplace@absl.pl.

16

Users may create their own groups within ABSL Workplace to gather other users interested in a given subject. However, those groups must remain closed or secret. ABSL will not be responsible for content posted in such groups, but ABSL Admin or other person from the administration of Workplace may join the group. The group will also be monitored, and offensive content will be removed, as is the case with ABSL-created groups.

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When asking for advice, remember that it is not the advising party's fault or responsibility if said advice was not correct. Always check for variables before applying advice from others to your work.

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Do not assume that others have read your post until confirmation is obtained. In urgent matters it is best to call rather than post.

19

Never share your login and password information with others. You are responsible for everything that is posted under your name.

20

Do not store confidential information, such as credit card numbers or passwords, on ABSL Workplace.

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Keep your profile up to date to allow others to stay connected with you.

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Before sending a file, especially one downloaded from other websites and not created by you, please ensure they are free of malicious programs or viruses.

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It is never allowed to use ABSL Workplace for illegal purposes.

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Messages sent via the Workplace chat on desktop or via the mobile application are also subject to those rules.

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If you see anything inappropriate, or have questions regarding the platform's content, please contact ABSL Admin via Workplace chat or via e-mail: **workplace@absl.pl**.