Yammer Code of Conduct

Welcome to 3Bridges Yammer! Our goal is to provide a collaborative environment to connect with colleagues and bridge our departments and geographic locations to share meaningful information.

Your activity in this network is governed by the following requirements:

- Everything in Yammer stays in Yammer! (No public posts unless Community includes an external network). Yammer is an internal tool and information posted there should not be shared outside the organisation, unless that approval has been sought.

- Do not post confidential information into the main feed.

- Misuse of the service can be reported to the Yammer admin. The organisation may use system analytics to measure the general use of the service. 3Bridges reserves the right to monitor the platform for appropriate usage.

- **Be respectful.** Make sure your posts are appropriate. It is acceptable to disagree, but please do so in a respectful manner. Avoid posting messages, images or content that are likely to cause harm or offence to others.

- **Be aware.** Make sure you protect your and others privacy. Also make sure that you are looking after your employer's data. Don't share personal details, yours or anyone else's.

- **Be responsible.** You are responsible for the material you post to Yammer.

- **Stay on point.** Yammer is meant to be a fun, casual, meaningful way to connect with colleagues near and far. When posting content, ensure it is in keeping with the purpose of Yammer. More official corporate messages will be communicated via email and/or SMS.

- It is important to explain ideas, but please keep messages brief and to the point.

- A friendly reminder that 'All Company' shares content to the entire organisation, similar to sending an All 3Bridges email, please ensure that your post or message is appropriate for this Community.

Get started by following these best practices:

1. When you first join, select the colleagues and/or communities you want to follow. Posts from these colleagues or communities will appear in your Following feed. To see all company posts, select All.

2. Fill out your profile information. Be sure to add a profile picture.

3. Customize your email preferences in the Notifications section.

4. Before asking a question, use the search bar and explore the Topics feed to explore existing content. This will help limit repetitive messages.

5. Browse the Group directory and join groups that you find relevant. If a specific group does not exist, start a new one and invite members of your team to contribute.

6. Add Topics, Links, pictures, and Events to posts when applicable.

7. Use the Yammer How To Guide to help clarify common questions.

8. Take time to explore Yammer. You'll get the hang of it!

To report inappropriate content, please contact your Manager to discuss further.