

10 GOLDEN RULES TO KEEP IN MIND WHEN USING SOCIAL MEDIA

- 1 Keep the legal framework in mind: copyright infringement, racism, .. are punishable
- 2 Proud of your work? As an ENGIE ambassador, feel free to share this with your network!
- 3 You are personally responsible for what you say and do online
- 4 Have respect for everyone you meet online
- 5 Think carefully before posting. Posts are potentially visible to everyone!
- 6 Be careful when sharing personal information
- 7 Do not share internal or confidential information online
- 8 Always ask permission from your manager / the client if you want to share certain photos / info
- 9 Always check your sources before sharing!
- 10 **Have you read negative or offensive comments online about our company, our business or our employees?** Report them to our community manager: community.manager@engie.com. If necessary, ENGIE may publish an answer or a correction.



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