**WORKPLACE GENERAL TERMS OF USE**

**INTRODUCTION**

**Workplace by Meta is a collaborative platform where all Babilou Family’s employees can share work-related knowledge and information. This means that Workplace by Meta is part of the Babilou Family working environment and is intended as a value-creation tool for the business.**

**When using Workplace by Meta, employees must follow Babilou Family’s rules and appendices, and abide by the law in their country. It differs from any other Meta service that users may use, which are governed by their own terms and conditions.**

**The present General Terms of Use of the Workplace Platform defines the terms and conditions of use of Workplace and of processing of the Users' personal data (hereinafter the "Workplace Terms of Use"). The Users must read and accept the Workplace Terms of Use before registering for Workplace by checking the box "I have read and accept the Workplace Terms of Use".**

**The 4 key elements to remember**

Workplace by Meta is a secured internal communication platform, totally independent from your public and personal activity of Meta (Facebook).

The data shared on Workplace do not belong to Meta but to Babilou Family. Therefore, they cannot be used by Meta.

Users are expected to be constructive and show respect for other community members, their views, and their work.

Employees are not expected to use Workplace outside their normal working hours. Babilou Family supports the right to switch off after work and strongly encourages employees to do so.

**I – ACCOUNT AND ACCESS**

**This policy applies to all Babilou Family employees and to any user who has been granted access to Workplace by Babilou Family.**

**The Workplace Platform can be accessed from any mobile device or PC via https://babilou.facebook.com. The Workplace and Workplace Chat applications are both downloadable on cell phones running on iOS or Android operating systems.**

In order to be open to as many people as possible, the Workplace Platform is accessible regardless of the equipment, professional or personal.

**Employees who do not have suitable professional devices (provided by Babilou Family) and who wish to have full access to the Workplace features are informed that the connection and navigation is done from their personal smartphones or computers.**

**This implies an increased consumption of their battery as well as of their personal internet data (3G/4G). Moreover, access to Workplace and Workplace Chat via mobile applications implies the use of RAM on the personal terminals.**

**Babilou Family cannot be held responsible for excessive use of battery, internet data or memory on the users' personal terminals.**

Babilou Family provides employees with a Workplace account using their email address or their employee ID and reserves the right to limit or suspend access to the account at any time, including where a user contravenes these Terms of Use.

Subject to the acceptance of the present general Charter of use of the Workplace Platform, this registration grants the User the right to use Workplace.

**II – PURPOSE AND GOALS**

Babilou Family is very attached to the social link which is an essential source of creativity and innovation. In this context, strengthening communication and collaboration is essential.

Workplace is an in-house platform for multi-directional communication within and across Babilou Family. It is intended to give everyone a voice and to break down silos within the organization.

1. Communicating and collaborating: Workplace is designed to support communication and information-sharing across Babilou Family. It is a user-friendly, interactive, and effective way for employees to connect with their coworkers, to share ideas, news, initiatives, and to collaborate on innovative solutions, methods, projects, and more. To help support teamwork, employees can create groups and invite their coworkers or join existing groups.
2. Building a sense of community: Workplace is the ideal place for employees to connect and interact with their coworkers, for instance to welcome new employees, to celebrate birthdays or collective achievements - to ask for input on a work-related idea or proposal, to request feedback, to take part of cross-functional projects…

**III – SHARING CONTENT AND INFORMATION**

Some information is only relevant to, or intended for, certain users. Workplace features three different group types: open, closed and secret. These settings can be used to control who sees what, and to avoid spamming coworkers with information that is not relevant to them.

As a rule of thumb, employees should make sure they select the right group before posting anything on Workplace, to ensure it reaches the intended audience.

Users are responsible for the information and data they share via Workplace, as well as for the messages they send, and for anything else they post on Workplace. Users can interact with one another either through existing groups (Workplace) or via private messages (Workplace Chat). They can also like, comment on, and share other users’ posts. Users can create their own groups and invite other employees of their choosing to join. Group creators are responsible for handling on requests and invitations, for removing group members, managing the information visible to all users, and archive / delete the group if it is no longer relevant.

Everyone can thus express themselves, react and comment on the publications issued by others. Everyone agrees to use respectful language. Our shared values also apply to this new mode of communication and collaboration.

**IV – RESPONSIBILITIES AND RESPECT FOR THE RIGHTS OF INDIVIDUALS**

When using Workplace, employees agree to always show respect toward other users and Babilou Family. Our shared values also apply to this mode of communication and collaboration.

Therefore, users must not:

* Post messages or content that could harm Babilou Family or its image
* Engage in any activity that exploits, harms, or threatens to harm children.
* Publish anything unlawful such as pornographic or distressing content, or content that incites violence or hate, self-harm, eating disorders or drug abuse.
* Use Workplace to do anything unlawful, malicious, harmful, or discriminatory.
* Post messages or content that could harm others, or that are unconstructive / demonstrate a lack of respect or other users, their views, or their work.
* Post messages or content promoting or criticizing a political party, a religion, a philosophical idea, a trade union, or a social movement of any kind.
* Hide their identity, impersonate another person, or misrepresent your affiliation with any person or entity.
* Interfering with the proper functioning of Workplace or with the use of Workplace by another person.
* Access Workplace or Workplace-related content or information by means not authorized by Meta (including by harvesting or scanning), circumvent access controls, or attempt to gain access to Workplace or its associated systems, passwords, and accounts in any way.
* Download viruses, malicious programs, or code, or do anything that could damage, disable, overburden, or impair Workplace and its associated systems (such as an attack resulting in denial of service or interference with page display or other functionality of Workplace).

Since Workplace is a neutral space for sharing, kindness and respect should always prevail. Users must not post messages or content that other employees might find hurtful, distressing, insulting or uncomfortable. Any post that contravenes this rule will be removed immediately by admins – either at their own discretion or because the post was reported by other users.

Babilou Family will not be held responsible for any damage or prejudice suffered by the users during access, interconnection to Workplace, downloading of material and computer programs on Workplace.

Babilou Family shall not be held responsible for any damage, loss or prejudice suffered by the users on Workplace due to the use of software not supplied by Babilou Family.

**V – PLATFORM USAGE**

**Workplace is a key working tool for Babilou Family. Employees are invited to sign in regularly so they can stay up to date with the latest company news.**

To be open to as many people as possible, the Workplace Platform is accessible regardless of the equipment, professional or personal.

Access to Workplace is based on volunteering and is unlimited. There is no time dedicated to its consultation during working hours.

The connection must not interfere with the employees' personal or professional life: you are requested to make a reasonable and measured use of Workplace.

Therefore, it is asked to use Workplace and Workplace Chat between 8am and 8pm on Monday or Friday only. This will help you and your colleagues maintain a balance between your work life and your personal and family life, given the notifications that are sent with each post. It is also possible to set up email and pop-up notifications in your account as well as activate a “do not disturb” feature.

**VI – INTELLECTUAL PROPERTY**

**1 – Legal dispositions**

**The Workplace platform and its content are the property of Babilou Family and may not be used without prior written authorization. The content of Workplace includes all the elements of which it is composed, and the structure, the layout, all photographs, images, illustrations, texts, graphics, multimedia (audio and video), brands, logos...**

**They are protected by copyright, trademark law and image rights and may not be copied or imitated in whole or in part unless expressly authorized by Babilou Family.**

**Thus, the content of Workplace may not be, in whole or in part, sold, reproduced, distributed, modified, presented to the public, displayed or integrated into a derivative work, for public or commercial purposes, or presented on another website and, in general, on any medium whatsoever. Any infringement of the present stipulations and/or of the Babilou Family’s intellectual property rights constitutes an act of counterfeiting for which the perpetrator will be held civilly and criminally liable and may result in legal proceedings being taken against you.**

**2. Copyright:**

Some pictures on Workplace are subject to copyright laws and others to image laws. Any use of a photo from the Workplace must be approved in advance. Reproductions, transmissions, modifications, reuses for advertising, commercial or information purposes, of all or part of the site, must be subject to a prior request for authorization.

**3. Image rights:**

**On Workplace, it is understood that the image of the employee is the one that he reflects in the context of his professional activity, i.e., outside his home or family environment.**

**By accepting the terms of this Workplace Terms of Use Agreement, users expressly agree that their images may be published on Workplace. If users no longer wish to have their images published, they can send a written refusal to their Workplace local administrator.**

**We count on the kindness of each one towards the others, in the respect of the liberties, to collect images which do not harm.**

**Moreover, for all children appearing on the photographs published on Workplace, the parents must have signed an authorization of image rights beforehand. Any photograph that does not benefit from this authorization must be blurred or deleted.**

**VII- PERSONAL DATA PROTECTION**

**Babilou Family acts as data controller and appoint Meta as a data processor under the Workplace agreement.** **Personal data processing are implemented through the Workplace privacy policy:** <https://www.workplace.com/legal/FB_Work_Privacy>

**The user rights regarding the personal data protection are governed by the local applicable regulations according to users’ charter.**