



## Facebook Group House Rules

The ultimate aim for the ASPYA page is to create a healthy online space where ASPYA members can feel comfortable contributing.

This is your page and we welcome and encourage honest, friendly and open conversation, however we reserve the right to remove comments or discussion posts which stop this happening.

In keeping a positive experience for our members, we reserve the right to take down photos, comments and other material deemed "unproductive" by the De Lorenzo Marketing team. This includes, but is not limited to, vulgar language, disturbing photos, angry or aggressive behaviour towards other members, and posting anything in violation of any intellectual property right of another. If someone persists in offensive behaviour or continually violates any of our house rules, we may block that person from further participation.

### **Please respect your fellow members.**

- You are personally responsible for the content you publish - be mindful that what you publish will be public for a long time
- You must make it clear that you are speaking for yourself and not on behalf of De Lorenzo
- If you publish content online relevant to De Lorenzo in your personal capacity it is best to use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent De Lorenzo's positions, strategies or opinions."
- Respect copyright, fair use and financial disclosure laws
- Don't provide De Lorenzo's or a client's, partner's or supplier's confidential or other proprietary information and never discuss business performance or other sensitive matters about business results or plans publicly
- Don't cite or reference clients, partners or suppliers on business-related matters without their approval. When you do make a reference, link back to the source and do not publish content that might allow inferences to be drawn which could damage your business relationships
- Respect your audience. Don't use ethnic slurs, discriminatory remarks, personal insults, obscenity, or engage in any similar conduct that would not be appropriate or acceptable in your workplace. You should also show proper consideration for others' privacy
- Be aware of your association in online social networks. Ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients
- Spirited and passionate discussions and debates are fine, but you should be respectful of others and their opinions. Be the first to correct your own mistakes
- Try to add value. Provide worthwhile information and perspective. Your brand is best represented by its people and what you publish may reflect on your brand
- Don't misuse De Lorenzo logos or trademarks and only use them if you have the authority to do so.

For any queries in relation to these house rules please contact your local Account Manager or the ASPYA Program Loyalty Manager on [aspya@delorenzo.com.au](mailto:aspya@delorenzo.com.au) or 02 9748 8900.