Central Pacific Bank

Yammer Rules of Engagement

We will use Yammer to increase business-oriented communication, employee collaboration, connection and knowledge share.

Use Yammer to share stories, ask questions, post pictures and have fun!

aloha!

1. **Be respectful, courteous and kind at all times.**

2. **Watch your language, do not post offensive material.** All posts and comments should be viewed from a perspective of how it may be received by others.

3. **Be open and accepting of new ideas.**

4. **Ask permission before posting photos of someone else.**

5. **Take accountability.** You are personally responsible for content you publish.

6. **Keep in mind that what you publish will be seen by everyone in the company.**

7. **Think before you publish.** Once content is published, it can't be unseen, regardless if you delete it. When in doubt...Don't Post!

8. **Post work-appropriate stories, questions, etc.** Yammer is a work tool, so all content should always be suitable for work.

9. **Spend time on Yammer wisely.** Just like email and computers, work devices and time is to be spent primarily on work-related business.

10. **Adhere to company policies including but not limited to the Code of Conduct and Ethics, Harassment policy, and Social Media policy.**