



## Custom Terms of Use

### Gentoo Group Workplace TERMS OF SERVICE

Gentoo's Workplace by Facebook service (the "Service") provides you with the ability to internally communicate with other Gentoo associates in a similar way in which you communicate with your friends through social media. The Service is entirely separate from your personal Facebook account.

The Service is provided by Gentoo in order to give its employees the opportunity to participate in an **internal social networking site** in order to interact. Participation on or use of the Service is voluntary and is not a requirement of your employment. Use of Workplace by Facebook represents your agreement to these Terms of Service.

Even though the Service is an internal social media channel there are certain basic rules that should be followed that are similar to typical social media channels. The goal of these rules is to ensure that the Service is used in a manner that is respectful of others' rights and opinions and a productive and safe environment for all participants. Also, the tool should be used in a manner that protects Gentoo and client trade secret information.

The Service is made available for individual use related to your employment on behalf of Gentoo. The Service is intended for the internal discussion of Gentoo related business matters, and is not intended for use in connection with personal matters. Remember the Service **is for internal use only**. Please obtain permission from the sender/poster if you would like to utilize any information from the Service with a client or post publicly.

The Service is hosted from the United States. If you are located outside of the United States, by using the Service you are consenting to the transfer of any information you input into the Service (including your personal data) to the United States for processing.

Users assume all knowledge of applicable law and are responsible for compliance with any such laws. Users may not use the Service in any way that violates applicable state, federal, or international laws, regulations, government requirements or Gentoo policies and procedures. Misuse of the Service and/or violation of these Terms of Service may result in disciplinary action, including in appropriate cases, suspension or termination.

By uploading any information, images, documents or other material on the Service, you represent and warrant that you/Gentoo has the right or has been granted the right by the owner of the material to use and publish the material throughout the Gentoo organization. As with all Gentoo computer resources, users should have no expectation of privacy with respect to the use of the Service.

Any subject matter or related documents that are subject to a legal hold notice (i.e. subject to a legal matter or litigation) shall not be discussed or posted using the Service.

Gentoo encourages the users of the Service to express themselves and their point of view through the Service. Just to be clear, there is certain content that is inappropriate for the Service, including content which is deemed at Gentoo's sole discretion to be:

- Libelous, defamatory, derogatory, demeaning, malicious, abusive, offensive, or hateful towards any individual or group (including clients or competitors);
- Obscene, profane, pornographic, or sexually explicit;
- Depicting graphic or gratuitous violence;
- Making threats of any kind or intimidating, harassing, bullying or showing disrespect for anyone;
- Violating the intellectual property, privacy or publicity rights of another; or
- Violating any company policy

### **Facebook's terms and policies**

[https://fb.facebook.com/legal/FB\\_Work\\_Terms](https://fb.facebook.com/legal/FB_Work_Terms) also apply to your use of the Service.

Gentoo reserves the right to change these Terms of Service at any time with our without notice.

If you have any questions concerning these guidelines or a concern that any person is violating these guidelines, please contact [communications@gentoogroup.com](mailto:communications@gentoogroup.com)

**Gentoo's Workplace Guidelines can be found on Workplace also.**