

Terms and Conditions

This page outlines the terms and conditions under which Asda Colleague View operates and also describes the responsibilities of colleagues when posting comments/material. It provides guidance on what constitutes acceptable use of the site and the potential consequences of misuse.

To help us maintain the quality of Asda Colleague View and ensure that the site operates in accordance with Asda's high standards, please make sure that you read and comply with the following rules. These should be read in conjunction with the current Social Media and Social News policies.

Key Points

- Only colleagues on the Peoplesoft database who have signed up as members of Colleague View will be given access to the portal
- It is a colleague's responsibility to manage the information they submit to Colleague View discussion forums and they will be accountable for any misuse. A breach of these terms and conditions may be considered misconduct and the disciplinary process will apply. In some cases, where a serious breach has occurred, this may be deemed gross misconduct which could lead to summary dismissal.
- Remember, when posting, that all information that is uploaded to the site will be archived and all activity on the site will be monitored by the Colleague View Team.
- Colleagues are encouraged to discuss their opinions on matters related to Asda on Colleague View. However, if colleagues have a more personal concern, an official complaint or a grievance, these should instead be raised through the appropriate channels, using the internal procedures which Asda has in place. Some of the available forums include:
 - The Grievance Process
 - Colleague Voice Meetings
 - GMB/Union Meetings
 - Management Teams including the People Manager
 - Listening Groups
 - Colleague Representatives
 - Ethics Hotline UK and Walmart's Ethics Hotline

When using Asda Colleague View, colleagues are able to:

- Post anything which they feel relevant to a group discussion topic within the guidelines set out above.
- Update their own personal information
- Answer surveys
- Answer Quick Poll questions

Our **Mission Statement** gives you a bit more of an idea of what Colleague View is and is not and how it should be used.

If you are simply reading or viewing material posted in Asda Colleague View, please note that:

- All comments posted on Colleague View are those of the person who posted the comment and so please understand that they are not necessarily the views of Asda.
- Where Colleague View gives you a link to another website, Asda has no control over any material found on that site and so Asda cannot accept any responsibility for that material.
- By using Colleague View, you agree: (i) not to copy or sell any of the material found on the site; (ii) only to use the site for lawful purposes, and in ways that do not infringe any other person's rights; and (iii) not to do anything that could mean that the site is not available to be used by anyone else.
- You will only be eligible to enter the prize draw to win Star Points if you have completed a survey
- If you have a complaint about any material published or comments made on Colleague View, please contact Leadership and Engagement Team.

If you are posting any material/comments on Colleague View, please note that:

All material posted will be monitored by Leadership and Engagement Designer to make sure that it complies with Asda's policies (particularly those relating to ethical conduct) and including the Colleague Handbook and Asda's IT and security policies.

Please note that the name of the colleague posting a comment will appear with the comment they post.

If any material/comment that you post does not meet Asda's standards, The Colleague View team will remove it from the site. The group's decision in relation to publication will be final.

Comments must not:

- be damaging to anyone's reputation;
- be obscene, offensive or hateful, likely to upset, embarrass or annoy any person, or be such that they may be perceived as discriminatory, harassing or bullying towards any other person;
- disclose both the name and address or any other personal information about any individual, unless that person has agreed that his or her details can be published in that way;
- use a logo, emblem or other materials owned by someone else without their permission;
- have been posted by someone who is pretending to be someone else;
- encourage anyone to commit a crime or assist in criminal activity;
- contain any advertising or promote any web links to other sites; or

- be likely to affect the availability or performance of Colleague View

Please note that we reserve the right to immediately remove any material/comment or member's profiles that, in the view of the Colleague View team breaches any of the above provisions.

Disciplinary action may be taken against you if you post material on Colleague View that does not meet the standards that are set out above and in the Social Media policy.

Personal information consents

By posting any material/comments on Colleague View, Asda will assume that: (i) you agree to your name and any other personal information contained in that material being shared with the external company that operates Colleague View and then published in Colleague View; (ii) all of the other people who appear in the material (including any photos or videos) have agreed to that material being published; and (iii) where a child under the age of 14 is shown in the materials, that child's parent or guardian has given their consent to publication of the material.

Colleague View Privacy Policy

This privacy policy sets out how Asda and its partners ("we", "us", "our") use and protect any information that you give us when you use the Colleague View portal.

Your privacy is really important to us, and we understand how important it is to you. Our aim is to be as clear and open as possible about what we do and why we do it. Asda is committed to the online privacy of all its users.

This privacy policy regulates the use by Asda and its partner companies of the information you provide when using this website. It is to be read in conjunction with the terms and conditions of use of the Green Room site.

Information we collect

If you wish to contribute to Colleague View we ask we ask you to sign up with your name, email address, and Walmart Number. Your name will be published if you post in a discussion thread; your email address will not be published.

When you visit our site, we will automatically receive your IP address, a unique identifier for your computer or other access device.

How we use the information we collect

We collect your email address so we can contact you to complete surveys and send reminders.

Links

Colleague View may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our website, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting these websites, and they are not governed by this Privacy Policy. Asda is not responsible for any products and/or services featured on any third party website. You should exercise caution and look at the Privacy Policy applicable to the website in question.