


Social Media and Work Representation Policy for Contractors

 Version 1.0 | Effective 22 July 2025

 Applies to: Freelancers, micro jobbers, and Collaborators at **ERM Libryo**

Purpose

This Policy provides guidance for independent contractors, freelancers, and micro jobbers (collectively referred to for purposes of this Policy as '**Collaborators**') on how to appropriately represent their association with ERM Libryo in both professional and personal contexts. This includes, but is not limited to, social media platforms, CVs, portfolios, and public profiles.

The purpose of this Policy is to:

- Protect the integrity and reputation of the ERM Libryo brand.
- Ensure transparency and accuracy in how Collaborators represent their relationship with ERM Libryo.
- Clearly distinguish between formal employees and Collaborators engaged on an ad hoc basis.
- Promote honest and professional representation of work and contributions.
- Set out the process to be followed when requesting or Statement of Work Completed.

ERM Libryo recognises that Collaborators may wish to reference their association with the brand to support their professional development and future opportunities. This Policy aims to support that goal while ensuring that all public representations remain aligned with ERM Libryo's values and standards.

Scope

This Policy applies to any independent contractor, freelancer, or microtask contributor or anyone who engages in work for ERM Libryo via any online platform or freelance marketplace.



It covers any representation of the relationship with ERM Libryo, including but not limited to:

- Personal and professional social media accounts (e.g. LinkedIn, X, Instagram)
- Resumes, CVs, and digital portfolios
- Reviews on web platforms such as Glassdoor or Google
- Public forums, articles, blogs, or any media Job Review Platforms
- Spoken communication such as interviews, podcasts, public presentations, and panel discussions

A note on engaging entity

If you do wish to list your freelance collaborator work with ERM Libryo please be sure to list the engaging entity correctly as **ERM Libryo Collaborate** and not the broader ERM organization or ERM Libryo.


ERM Libryo Collaborate has a profile on LinkedIn. It is this profile that you should associate your profile with and not that of ERM or ERM Libryo. You are not employed by ERM or ERM Libryo and it would be misleading to imply that.

Protecting ERM Libryo's Brand Integrity

If you're reading this, it means you are a Collaborator who is being engaged to complete work for ERM Libryo and you would like to learn more about what you can do to ensure compliance with ERM's Social Media and Representation Policy.

What You Can Say

We encourage you to describe your work experience accurately and professionally. You could refer to your role and the nature of your contribution as a freelancer or independent contractor, as long as the description avoids confusion with employment.

 **Acceptable examples for CVs, Resumes and Portfolios; social media like LinkedIn or Instagram, and Job Review platforms:**

Possible job titles:

- "Freelancer"



- "Freelance contractor contributing to an environmental compliance database for an ESG-focused SaaS company."
- "Freelance Regulatory Content Editor"

Acceptable descriptions:

- As a freelance independent contractor with ERM Libryo Collaborate, I contribute to regulatory content development and in doing so support ERM Libryo's global compliance platform. I do this by applying for various micro tasks on Platform, which if assigned, will require me to assist with analysis, research, monitoring, or summary writing for the internal content production team.
- "Perform microtasks involving analysis, research, summaries and/or metadata tagging for a compliance-tech client."

Representations

- It is important that you list the nature of your engagement accurately as described above and make it clear that **ERM Libryo** is engaging you as an independent contractor.
- You should also accurately describe the process for receiving work (i.e. applying via an online platform).

🚫 What to avoid

- Wording that implies employment or authority within ERM or ERM Libryo.
- Job titles that imply formal employment, decision-making authority, or internal roles within ERM or ERM Libryo like "Legal Engineer", "Compliance Officer", "Legal Analyst", "Content Developer" etc are incorrect
- Do not refer to yourself as an employee or representative.
- The ERM and ERM Libryo names and associated logos or brand designs are trademarks and service marks that may not be used without express written permission.
- listing the broader ERM organisation as the engaging entity.
- giving reviews of ERM or ERM Libryo on Glassdoor or other employer review platforms as if you were employed by ERM or ERM Libryo.



Social Media Principles

We encourage all Collaborators to consider these best practices when referring to ERM Libryo. They help protect both your reputation and our Brand.

Integrity & Respect:

- Be accurate, respectful, and clear
- Don't misrepresent your work
- Separate personal opinions from company mentions

Responsibility:

- Share only relevant, non-confidential content
- Avoid controversial or sensitive topics
- Don't imply endorsement without permission

Confidentiality:

- Never share internal tools, data, or client details
- Avoid disclosing proprietary methods or communications

Compliance:

- Respect copyright, IP, and privacy laws
- Don't impersonate or misrepresent your connection to the company

Want to Mention ERM Libryo by Name?

✓ For any mentions beyond factual work descriptions please email: libryocollaborate@libryo.com with your proposed wording.

📧 We'll respond within 5–7 working days.

Why This Matters

Misrepresentation can:

- Confuse clients or regulators
- Create reputational and legal risks
- Undermine trust across our freelancer community



Non-Compliance

If a public statement appears to misrepresent the context of your work in a way that could materially impact on our Brand:

- We may request clarification.
- It may affect your eligibility to apply for tasks as a Collaborator.
- ERM Libryo may explore appropriate remedies under the law.

Important Note on Contractor Status

This Policy does not create an employment relationship between you and ERM Libryo. It does not impose control over how or when you perform your work. You are engaged as an independent contractor, responsible for managing your own methods, tools, and professional representation in accordance with applicable laws and platform rules.

References and Portfolios

ERM Libryo can provide Statements of Work Completed as appropriate, subject to the following guidelines:

- Statements of Work Completed can be requested once you have completed **20** or more tasks on the Collaborate Platform.
- ERM Libryo can only forward Statements of Work Completed to third party entities with your written prior approval, but it is preferable for you to request the information and send it to the third party directly.
- The email address of ERM Libryo contacts should not be provided to prospective employers or third-party agencies without the prior written consent of ERM Libryo.

Should you wish to obtain a Statement of Work Completed please contact libryocollaborate@libryo.com