


# Social Media and Work Representation Policy for Contractors

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 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, micro jobbers and Collaborators (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 present 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 a Reference 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 who engages in work for ERM Libryo via any online platform or freelance marketplace.



### **It covers:**

- Personal and professional social media accounts (e.g. LinkedIn, Twitter, Instagram)
- Resumes, CVs, and digital portfolios
- Public forums, articles, blogs, or any media discussing your work
- Job Review Platforms when representing that nature of your engagement with ERM Libryo

## **Protecting ERM Libryo's Brand Integrity**

If you're reading this, it means you are a Collaborator that is being engaged to complete work for ERM Libryo and 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 may refer to your role and the nature of your contribution as a freelancer or independent contractor, provided 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).

✅ If you follow these guidelines, no prior approval is needed.

#### 🚫 **Statements to avoid**

To avoid any confusion or misinterpretation, please avoid wording that implies direct employment or authority within ERM Libryo.

#### **Do not:**

- Use titles like: “Legal Engineer”, “Compliance Officer”, “Legal Analyst”, “Content Developer” etc.
- Refer to yourself as an employee or representative
- Display the ERM or ERM Libryo logo or suggest formal endorsement without permission
- Reference client names, internal tools, or confidential projects
- List the broader ERM organisation as the engaging entity.

## A note on engaging entity

If you do wish to list your association with ERM Libryo please be sure to list the engaging entity correctly as **ERM Libryo** and not the broader ERM organisation.

## Social Media Principles

While we do not seek to control your personal or professional social media use, 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?

We're happy to support fair representation.

✓ Please email: [libryocollaborate@libryo.com](mailto: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 misrepresentation occurs:

- We may request clarification or correction
- Repeat issues may result in removal from our contributor pool
- Serious cases could lead to legal action



## 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

As Indicated in the Collaborate Agreement, ERM Libryo is happy to provide Reference Letters or 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.
- Given the nature of your engagement as a remote independent contractor and for privacy reasons, ERM Libryo are unfortunately unable to engage with third party entities requesting reference forms to be filled in. ERM Libryo can, if necessary, forward Statements of Work Completed to third party entities subject to your written prior approval, but it is preferable for you to request the Reference letter 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](mailto:libryocollaborate@libryo.com)