



Monster Social Media

Employee Social Media Guidelines

Monster Social Media:

The Company supports social media as an innovative and important part of the way we do business. However, there are clear responsibilities along with the opportunity to participate.

The purpose of this Social Media Guidelines document is to help Monster employees understand our policies about *individual participation* and personal comments on *external* social media channels such as Facebook, Twitter, blogs, YouTube, etc., whether or not you identify yourself as a Monster employee. The Guidelines are intended to promote the benefits of participation while minimizing the risk of personal or Company liability or embarrassment to our shareholders, employees or customers.

We developed our Social Media Guidelines based on the emerging best practices in place at leading social media early adopter companies. You'll find that our procedures and requirements are intentionally few and that they are fundamentally an extension of the Monster Values that guide our everyday worklife. At the same time, the Guidelines are serious and failure to adhere to them can carry consequences, even including termination.

If you want to establish social media channels representing Monster, or you want to speak on behalf of Monster in social media channels as part of your job, you are required to first contact Monster's Social Media team by contacting socialmedia@monster.com for approval and required training. We have tools, education, and guidelines for company-sponsored blogs and social media that you will find highly beneficial and engaging.

Please note that all direct communication with the financial community, including analysts or investors, must be coordinated by and / or conducted only through the Investor Relations team (contact lori.chaitman@monster.com). All direct communication with media (traditional or new) must be coordinated by and / or conducted through the Public Relations and Social Media Department. This is to help us work as effectively as possible, both collectively and individually. If in doubt about what you should do, please contact socialmedia@monster.com.

Note: The Company reserves the right to amend these Guidelines at any time.



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Employee Social Media Guidelines

Monster Social Media Guidelines for Employees:

1. Start by following existing policies.

Participating in social media doesn't change your responsibilities and obligations as an employee of Monster. The same principles and rules that apply to Monster employees' activities in general also apply to online communications so these Guidelines must be read in conjunction with other policies including Monster's Code of Conduct and Ethics, External Communications, Computer Use, Privacy and Non-Harrassment policies. Of course, you must comply with local law as well.

2. If it's personal, keep it personal.

Social media use not related to your role as a Monster employee: If you are commenting about non-business related matters (such as on travel or entertainment sites), you are required to use your personal e-mail address and to avoid any reference to your capacity as a Monster employee. Such discussions on social media sites of non-business matters should not occur during Company business hours nor with Company issued equipment, which is consistent with our other corporate policies. While your entries in this regard are your own, remember that such statements or actions may become widely distributed and hurt your credibility in your professional life. Hence, use good judgment.

3. If engaging as part of your job at Monster, say so.

Social media use related to your role as a Monster employee: If you are commenting about topics related to your profession or our industry and there is clear business value to Monster in participating, you should identify yourself as a Monster employee and use your Monster e-mail address, providing you follow the Guidelines here. You should keep your work profile simple by listing briefly your job title, location and department within Monster. Discuss matters within your area of expertise and avoid areas where you lack in-depth experience. Your views are your own and unless you are authorized to officially speak on behalf of Monster, you are required to state on your blog or any other social media site that *the views expressed are yours, not Monster's*. At the same time, what you publish may impact Monster's business and you should therefore exercise good judgement in what you share and only do so in reputable forums regarding relevant topics. While healthy debate is encouraged, using your public voice to disparage or embarrass the Company, its management, your co-workers or yourself is, of course, highly inappropriate.

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4. Respect and protect what's confidential.

Do not ever write about or share:

- **Company Financials:** this includes revenues or sales numbers, forecasts and any other non-public financial data.
- **Legal Information:** This includes any Company investigation, lawsuit or other legal matters.
- **Copyrighted Information:** This includes copyrighted publications, third party or Monster company logos, trademarks and images.
- **Proprietary Information:** This includes any information considered confidential such as business or strategic plans, product roadmap updates, management changes, forecasts, pricing and customer-related information.
- **Personal Information:** This includes home phone numbers, addresses, or other personal information about our customers or employees.
- If you are unsure as to whether any information falls into any of the categories above, contact the Public Relations and Social Media Department at socialmedia@monster.com.

5. Recommend colleagues with care.

You may be asked by present and former colleagues to provide recommendations on social networks (e.g., LinkedIn). Only Monster Human Resources may provide an official reference regarding former or current Monster employees, however, you may provide a *personal* recommendation *based on your own individual experience*. (Example within Guidelines: "I believe John is an inspiring team leader with great technical skills.") Your comments must not imply that you are speaking for Monster or make reference to the person's impact on Monster as a company even if it is your opinion. (Example out of Guidelines: "John took Monster from A to B with his leadership.") These Guidelines also apply to making recommendations on someone who is not a current or former direct report, e.g., a business acquaintance or former classmate.

6. Be honest and professional.

Be friendly, honest, respectful and helpful in communicating online, just as you are in the real world. Be transparent and always identify yourself; commenting anonymously is unprofessional (and far less effective.) Provide helpful insights and perspectives and avoid argumentative people and unproductive discussions. No defamatory, discriminatory or harassing content is ever acceptable. If any content you provide turns out to be false or inaccurate, you have a duty to promptly inform the Public Relations and Social Media Department and to correct the entry.

7. Add value.

Offer interesting and useful information, and your own ideas and perspectives that may enlighten and inspire others. Your own "brand" and your association with Monster are the sum total of what you share and how you share it. Feel free to reference and share any Monster content appearing on any of our sites. (Reminder: do not use or discuss Monster confidential or proprietary information.)

8. Know the risks.

While these Guidelines are meant to protect you and the Company, ignoring them could get you fired, lead to a costly legal situation, or hurt our trusted customer relationships. Please proceed responsibly and seek guidance from the Social Media team with any problems or questions.

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