

RealPage India Viva Engage Usage Guidelines

Welcome to RealPage India Viva Engage channel! Here are some guidelines to help you make the most out of this platform.

- **Purposeful Engagement:** Use Viva Engage to foster meaningful connections with colleagues, share insights, and collaborate effectively. Posts on Viva Engage must be used for internal purposes only.
- **Active Participation:** Engage actively by contributing to discussions, offering insights, participating in fun contests, and interacting with leadership.
- **Continuous learning:** Take advantage of Viva Engage to learn from others, stay informed about company updates, and expand your knowledge.
- **Professional conduct:** Maintain professionalism in all interactions while having fun engaging conversations.
- **Respect Privacy:** Protect the privacy of others and yourself. Refrain from sharing sensitive or confidential information without proper authorization.
- **Constructive feedback:** Provide constructive feedback. Focus on solutions and improvements rather than criticism.
- **Etiquette:** Use appropriate language and tone in all communications. Do not include any discriminatory comments or posts intended with a harmful intent/disrupts the harmony of the channel. Be respectful to other members of the community and respect different perspectives that come from our diverse workforce.
- **Report Misuse:** If you encounter any misuse or violations of these guidelines, report them to the admin of the channel.
- **Compliance with Company policies:** Adhere to all RealPage policies, including those related to data security and intellectual property.

Remember, Viva Engage is a valuable tool for collaboration and communication with RealPage. By following these guidelines, you contribute to a positive and productive environment for all employees.