

## **Social Media Policy Issued by Appedology Pvt. Ltd. to it's Employees**

It is consistently being noticed by the Administration of the company that some employees are involved or having some sort of involvement in misusing their authority as being official, which is resulting into nefarious and negative impact on the credibility of the company.

Following instructions/directions are hereby issued to all employees and it is expected that all will remain bound and abide by the same; otherwise Administration will be at liberty to take any legal action available under the law and rules of the company, including major penalty and termination of the services. All employees of Appedology Pvt. Ltd. are directed to firmly abide by the following social media clauses. Non adherence to the following policies shall result in immediate termination of the employee's contract/services with the company.

- No employee is allowed to create any social media page/group/channel/forum/blog etc. With the name or resembles of the name of Appedology Pvt. Ltd. or its clients.
- Employees are not allowed to spread/propagate or introduce their political/religious views or affiliations on our official social media page/group/channel/forum/blog etc. Same policy applies within our office premises and official working hours as well.
- Employees are prohibited and restrained to discuss post or expose/comment about any other employee of Appedology Pvt. Ltd., its clients or their family members on any social media or online forum.
- Employees are required to apply for official approval from the higher Management of the company before sharing any information related to Appedology Pvt. Ltd. or its clients on their own social media page/group/channel/forum/blog or at any other online forum.
- Any former or active employee of Appedology Pvt. Ltd. is strictly prohibited to post/publish any disrespectful and negative content regarding any employee/staff/manager/administration of Appedology Pvt. Ltd. or its Dishonorable content such as racial, ethnic, sexual, religious, and physical disability slurs are strictly prohibited. Such employees will be legally prosecuted depending upon the severity of violation.
- Internal policy matters, procedure and information that are financial, operational and legal in nature, as well as any information that pertains to clients and customers or any processes must not be discussed, shared or brought under consultation on any social media or online forum.
- Employees are not allowed to share any personal/internal information of the company on social media such as personal addresses, personal phone numbers or any other information without the



- Use Alternate greetings such as waving or bowing.
- Clean workspace and shared items with disinfectants (door handles, copy machines/printers, break rooms, remotes, light switches) three times daily.
- Surfaces (e.g. Desks and tables) and objects (e.g. Telephones, keyboards) need to be wiped with disinfectant regularly and will be used by only company's designated persons.
- Place signs on entrances requesting that sick guests/ Employees do not enter the building.
- Smoking is not allowed within Office premises, as to promote good respiratory hygiene in the workplace
- All the waste from any process is to be probably disposal off and in no case thrown out in open.
- The Packages/Items from outside of premises that are of optional nature shall be discouraged as far as possible.
- All cafeterias to have enough space in between seating places in order to discourage people from eating together in groups.
- Mandatory distance will be practiced among Employees to sit on vans.
- Employees should be bound to maintain minimum 1.5-meter distance in van.
- The floor must be cleaned on a regular basis with disinfectant before and after every shift and premises fumigated as required.
- All those suffering from illness, flu like symptoms, fever, dry cough and body aches must not visit Office premises and must seek medical advice.
- Adequate arrangements for hand disinfection by use of hand sanitizers (that meet minimum standard of containing at least 70% alcohol) and ideally, where possible, frequent hand washing with soap and water thoroughly washing hands for at least 20 seconds.
- Use tissue paper and dispose it properly.
- If you feel any symptoms of the virus, you must go and get yourself tested on your own expense and informed team manager on immediate basis.
- You are entitled to take-care of your own health. Company or management will not be held responsible.

### **VIOLATION OF POLICY:**

In case of policy violation, company has complete authority to take strict actions against the individual, which may include termination of the services. In case of breach of this Policy, company has the right to take actions and entitled to put penalty on the Employee. The company also reserves the right to amend any points in this SOP and Employees are abide to follow the updated notification of the Policy.

I take complete responsibility to resume work form office and acknowledge the above stated policy.

**Employee Name:** Areeb Shahid

**Employee ID:** APD-1089

**NIC:** 42201-7945253-1

**Department:** Support Operations (Non Calling)

**Signature:** \_\_\_\_\_

**Date:** 15-08-22

HR-WFO-01-2