

Social Media Policy

It is consistently being noticed by the Administration of the Company that some employees are involved or have some involvement in misusing their authority as officials, resulting in a nefarious and negative impact on the Company's credibility.

Following instructions/directions are now 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 significant penalty and termination of the services. All employees are directed to abide firmly by the following social media clauses. Non-adherence to the following policies shall terminate the employee's contract/services with the Company immediately.

- No employee can create any social media page/group/channel/forum/blog etc. With the name or resembles of the name 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. The same policy applies within our office premises and official working hours.
- Employees are prohibited from discussing posts or exposing/commenting about any other employee, its clients, or their family members on any social media or online forum.
- Employees must apply for official approval from the higher Management of the Company before sharing any information related to its clients on their own social media page/group/channel/forum/blog or at any other online forum.
- Any former or active employee is strictly prohibited from posting/publishing any disrespectful and hostile content regarding any employee/staff/manager/administration or its Dishonorable content, such as racial, ethnic, sexual, religious, and physical disability slurs are strictly prohibited. Such employees will be legally prosecuted depending on the severity of the violation.
- Internal policy matters, procedures, and information that are financial, operational, and legal, as well as any information that pertains to clients and customers or 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 private addresses, unique phone numbers, or any other information, without the consent of the individual/entity.
- Employees are strictly prohibited from contacting our Clients/suppliers/Customers and their families on social media or any other unofficial online forum. If any former or active employee is found guilty by any means, Company will terminate such individual, followed by a defamation lawsuit by our legal team.

- Employees are prohibited from officially representing or using or any of their client's words on social media for any fundraising/public welfare awareness activity unless officially designated, permitted, and assigned by the Higher Management.
- In general, any action or activity on social media that may bring any disgrace or disrespect to the Company, such act will be strictly dealt with by the disciplinary Management.
- Failure to comply with the above policies, rules, and regulations will be termed a severe breach of the Company's code of conduct. Disciplinary action will be taken against violators, which may not be limited to suspension/termination of employees' contracts and may go beyond the limits of legal, civil, and criminal prosecution of the employee by our legal team.