

SOCIAL MEDIA POLICY ISSUED BY PRO GLOBAL PVT. LTD. TO ITS 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 Pro Global 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 Pro Global 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 Pro Global 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 Pro Global 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 Pro Global Pvt. Ltd. is strictly prohibited to post/publish any disrespectful and negative content regarding any employee/staff/manager/administration of Pro Global Pvt. Ltd. or its clientele. 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 consent of the individual/entity.
- Employees are strictly not allowed to contact our Clients/suppliers/Customers and their families on social media network or at any other unofficial online forum. If any former or active employee found guilty by any means, company will terminate such individual followed by a defamation law suit by our legal team.
- Employees are prohibited to officially represent or use Pro Global Pvt. Ltd. or any of their clients' name on the social media for any fund raising/public welfare awareness activity unless officially designated, permitted and assigned by the Higher Management.
- In general, any action or activity on social media (even of the social media) that may bring any sort of disrepute or disrespect to the company, such act will be strictly dealt by the disciplinary management.
- Failure to comply with aforesaid policies, rules and regulations will be termed as a serious 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' contract and may go beyond to the limits of legal, civil and criminal prosecution of the employee by our legal team.

Employee Name: Faiza Shahid

Employee ID: PRO-0283

NIC #: 37404-5903961-2

Signature & Date: *Faiza* 22-4-2021

Through Administration of
Pro Global Pvt. Ltd.