

AE-DOCU-011 - APPSELEC POLICIES (Rev 9)**12 SOCIAL MEDIA AND INTERNET USAGE POLICY****12.1 Our Objective**

This Social Media and Internet Usage Policy outlines the guidelines and expectations for the responsible use of social media and the internet by employees of Appselec. The purpose of this policy is to protect the interests of the company, its employees, and its clients while ensuring the safe and ethical use of online resources.

This policy applies to all employees, contractors, and affiliates of Appselec who use their own or company-owned devices or access the internet and social media platforms for work-related or personal purposes.

12.2 Achieving our Objective

- Responsible Use: Employees are expected to use social media and the internet responsibly, ethically, and in a manner that reflects positively on the company. Respect for confidentiality, privacy, and the company's reputation is paramount.
- Confidential Information: Employees are prohibited from sharing or posting any confidential or proprietary company information, including but not limited to financial data, strategic plans, trade secrets, customer information, and any information related to current or potential projects.
- Photos and Videos: Taking photos or videos on company job sites is strictly forbidden unless explicitly authorized by a supervisor for work-related purposes. Unauthorized photography or videography can compromise safety, security, and client confidentiality.
- Defamation and Harassment: Employees must refrain from engaging in any form of online defamation, harassment, bullying, or discriminatory behaviour, whether directed towards colleagues, clients, or third parties.
- Personal Use: While limited personal internet and social media use during work hours is permitted, it should not interfere with job responsibilities or productivity. Excessive personal use may result in disciplinary action.
- Social Media on Behalf of the Company: Employees authorized to represent the company on social media platforms must seek approval from the appropriate department before posting on behalf of the company.
- Privacy Settings: Employees are encouraged to review and adjust their social media privacy settings to protect their personal information and connections. However, they should assume that their online activity may be viewed by colleagues, supervisors, and clients.
- Consequences of Violation: Violation of this policy may result in disciplinary action, up to and including termination of employment or contract. Legal action may also be pursued if violations involve defamation, disclosure of sensitive information, or other illegal activities.