

## DIPTAB VENTURES PRIVATE LIMITED



# Social Media Employee Guidelines Policy

**Note:** The policy will be applied at the discretion of management. The management reserves that right to modify/change this policy as deems fit. Any change in the guidelines narrated below would be communicated to all employees.

## 1. Introduction

1.1 Social Media are transforming the way people interact. Online collaboration enables people to share knowledge and ideas regardless of rank, title, or experience. It's a way to take part in conversations around the work done at Diptab Ventures Pvt Ltd (hereinafter referred to as the "Company" or "Lets Transport") and show expertise in these areas. While this digital communication brings benefits, it also comes with certain risks and responsibilities. The Company has developed this policy to ensure employees interactions are safe, positive.

## 2. Purpose and applicability -

- 2.1 The Social Media can be a fun and rewarding way to share one's life and opinions with family, friends and co-workers around the world
- 2.2 Company has adopted this Social Media Employee Guidelines policy (the "Policy") to assist the employees in making responsible decisions about use of Social Media. This policy applies to all employees

### **3. Use of Social Media Mandates:**

- 3.1 Employees shall be aware that where the applicable law permits, Company may observe content and information made available by employees through Social Media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Company, its employees, or customers.
- 3.2 Employee shall treat others (including customers, non-customers, shareholders, co-workers, vendors and competitors) in a respectful, positive and considerate manner.
- 3.3 Even though employees represent the Company, unless specifically authorized to speak on behalf of the Company as a spokesperson, employee shall state that the views expressed in postings, etc. are employee's own views
- 3.4 Employees shall not publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees shall check with the Legal Department or HR department of the Company
- 3.5 Social Media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees shall refer these inquiries to Company's authorized spokespersons, if pertaining to the Company
- 3.6 If employees encounter a situation while using Social Media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of the HR department
- 3.7 Employees should get appropriate permission before referring to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property
- 3.8 Employee must keep in mind that on Social Media, the boundaries of professional and personal information are not always clear. In the days of shifting privacy policies and powerful search engine indexing, employee can't always be sure what is being shared, viewed, or archived and that the content published by employee online will be public for a very long time
- 3.9 Any reference to clients, partners, and suppliers shall not violate any non-disclosure obligations
- 3.10 Employee shall take utmost care and shall abide by the guidelines stated below while posting images and videos.
  - 3.10.1 Respect brand, trademark, copyright information and/or images.

- 3.10.2 Avoid linking to outside websites unless the employee trusts the source.
- 3.10.3 Pay attention to the security warnings that pop up on the computer before clicking on unfamiliar links.
- 3.10.4 Be sure to follow Social Media's printed terms and conditions.
- 3.10.5 Not to engage in any conduct online that would not be acceptable in workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, discriminating, or pornographic.

#### **4. Effective use of Social Media**

- 4.1 Employee's behavior online shall be consistent with Company's Code of Conduct. The employee can help shape the Company's reputation online. Employee shall use his/her expert knowledge to enrich discussions, help solve problems, share the excitement of work environment, promote learning and idea-sharing on Social Media.

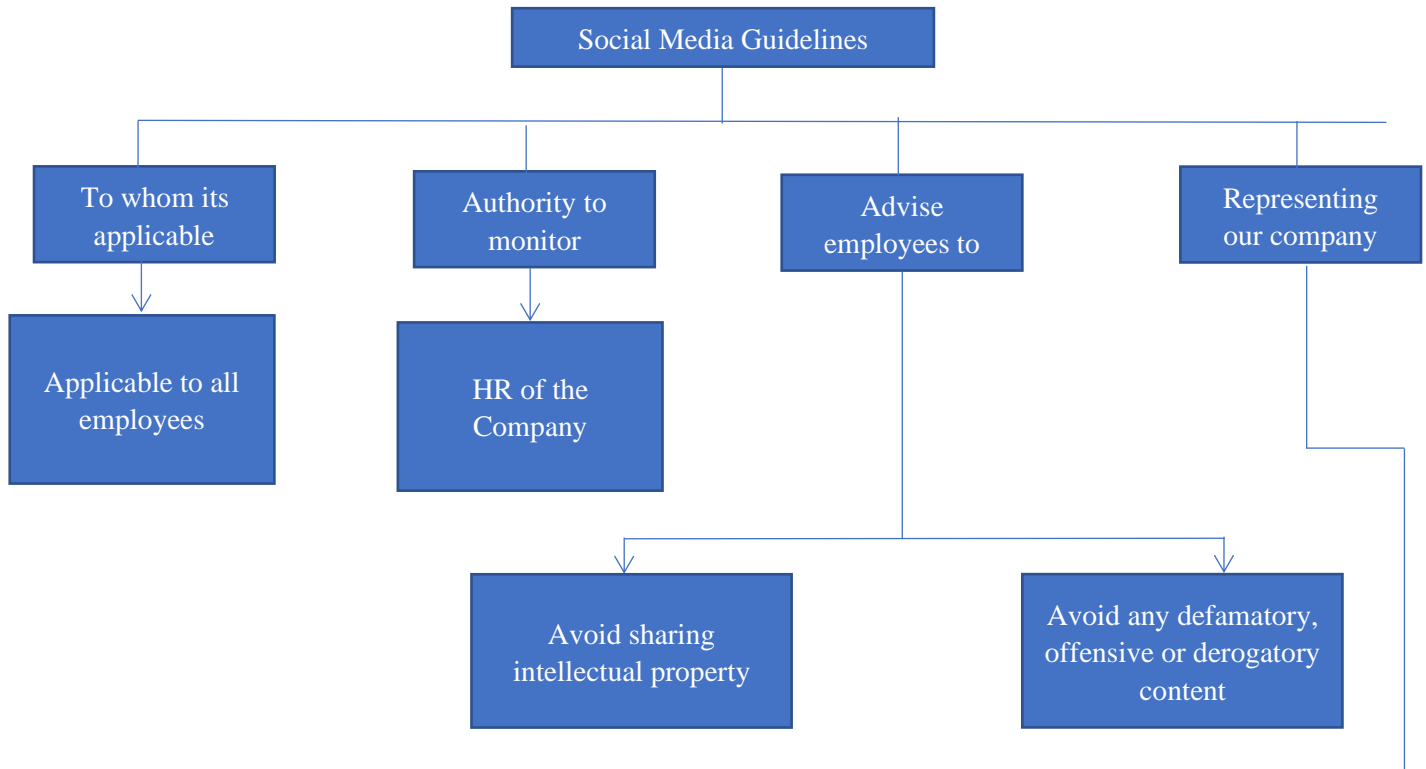
#### **5. Glossary**

Terms	Definitions
Social Media	For the purposes of this Policy, "Social Media" includes Facebook, Instagram, Twitter, LinkedIn, blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.
Legal Department	Shall mean Company's legal department.
HR Department	Shall mean Company's HR department.

**Approved by:**

**CEO**

**Flow-chart view:**



- Be respectful, polite and patient
- Avoid speaking on matters outside your field of expertise
- Follow our confidentiality policy and data protection policy
- Inform our [PR/Marketing department] when you're about to share any major-impact content
- Never post discriminatory, offensive or libelous content and commentary.
- Correct or remove any misleading or false content as quickly as possible.