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1. Purpose

It is everyone's responsibility to protect OVP Biotech' intellectual, employee, customer, consultant, and partner information and to represent the company in a positive manner. In the social media world, the lines are blurred between what is public or private, personal or professional. The purpose of this policy is to define OVP Biotech' guidelines for social media practices.

2. Scope

This policy applies to all OVP Biotech employees, contractors and consultants.

3. Responsibility

Role	Responsibilities
All	Responsible for taking all necessary precautions to protect OVP Biotech' intellectual, employee, customer and partner information and to represent the company in a positive manner while online.

4. Definitions

None

5. Guidelines

5.1. Represent OVP Biotech in positive manner.

5.2. Use good judgement

5.3. Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.

5.3.1. Be respectful and always treat others in a respectful, positive and considerate manner.

5.4. Be responsible and ethical

5.5. Unless you are specifically authorized to speak on behalf of the company as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing matters that are within your area of responsibility.

5.6. Be open about your affiliation with the company and the role or position you hold.

5.7. Do not share the following

5.7.1. Confidential Information

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- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Check with Legal if you have questions regarding Confidential Information.

5.7.2. Private and personal Information

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Users should never share personal information, including full legal name, phone number, address, social security number, birthday, or financial information on any public website.
- NEVER give out or transmit personal information of another.

5.8. If you believe you may have exposed private or confidential information, please inform Legal immediately so the company can take proper steps to help minimize the impact it may have.

5.9. Please be cautious with respect to:

5.9.1. Respecting brand, trademark, copyright information and/or images of OVP Biotech (if applicable) and third parties.

5.9.2. Reposting links without looking at the content first.

6. Related Procedures

N/A

7. Appendix

N/A

8. Revision History

Revision #	Revision Date	Description of Changes	Author
00	03-JAN-2021	New Document	JOHN DOE