

COMPANY POLICY USAGE OF SOCIAL MEDIA & ELECTRONIC MEDIA

Purpose	This policy defines and explains the Company's policy on the usage of social media tools and electronic media by employees as well as limitations on communication and engagements via social media. It also covers such use at work and in a private setting.
Scope	Applicable to all permanent and contract employees employed by the Company inclusive of foreign workers and expatriate employees.
Revision date	
Issued by	HR Department
Approved by	Managing Director

Contents

- 1.0. The Company defines social media as websites, applications and tools that enable employees to create and share content or materials or to participate in social networking by means of official or private engagement be it directly or indirectly.
- 2.0. The Company recognises the advancement and usage of social media and electronic media by individuals for work and private matters. As such, the company does not restrict the use of social media provided it is used in a controlled manner and used within the limits and boundaries and conditions specified by this policy in both expressed and implied terms.
- 3.0. This policy applies to the usage of social and digital media during and outside official working hours, within the company's premises or in other settings including private settings.
- 4.0. Employees are free to identify themselves as an employee of the Company on social media or any online portals and websites. As such, employees shall practice decorum and professionalism in order to preserve and maintain the good reputation of the company and avoid stating or implying their personal opinions or contents are authorised and endorsed by the Company.
- 5.0. Social media and electronic media use should not interfere with employees' responsibilities while at work. Company's facilities such as mobile notebook, internet, mobile phones and others are to be used for business purposes only unless authorised otherwise.

- 6.0. The following conditions, limits and boundaries must be well understood and accepted by all employees while engaging in social media;
- 6.1. Information shared, commented or published is factually correct.
 - 6.2. Does not affect the image and reputation of the company, its employees, vendors, suppliers, customers, other parties associated with the company as well as members of the public.
 - 6.3. Does not infringe the laws of Malaysia.
 - 6.4. Does not contain confidential information that is protected under the Personal Data Protection Act as well as other information that is confidential and is not publicly available.
 - 6.5. Does not touch on sensitive issues such as religion, politics and racism others that are sensitive in nature.
 - 6.6. Refrain from the usage of profanities and making personal attacks directly or indirectly.
 - 6.7. Avoid defamatory, offensive, derogatory and libellous content and commentary.
 - 6.8. Does not infringe company's policies on restricted and confidential information including sharing of company properties, photos, documents and other contents.
 - 6.9. **Avoid speaking on matters outside your field of expertise** and authority on social media.
 - 6.10. Do not use of Company's trademarks or brands in any username or handle in any social media platform.
- 7.0. Employees are prohibited from posting or discussing or making disparaging opinions or gestures or otherwise unwarranted and unwanted comments on any Company related topics that could embarrass or damage the Company's reputation or that of its employees, clients, other stakeholders or members of the public.
- 8.0. Recording and capturing of images and/or conversations, meetings or events can only be done after obtaining approval from the organizer or facilitator.
- 9.0. The Company may at any time prohibit the use of social media and electronic media platforms and tools such as WhatsApp, Telegram, WeChat or others for work or official purposes. Employees are required to obtain permission from their immediate superior before creating and adopting the use of these platforms for work or official purposes.
- 10.0. Sharing and dissemination of company information via social media and electronic media platforms shall be controlled and limited to protect Company's information and to avoid it falling into wrong hands. These include minutes of meetings, product or service documentation, documents that contain any information relating to Company's business or its operations.

- 11.0. Employees are advised to promptly inform the company if there is an improper usage of social media that affects the Company by any individuals or organisations.
- 12.0. Failure to adhere to this policy shall result in disciplinary actions including dismissal from employment. When in doubt, employees are advised to seek to advice from the Human Resource Department.
- 13.0. The Company reserves the right to amend this policy from time to time and shall notify all employees when such amendment has been made and has been approved by the Management.
- 14.0. Should there be a translation of this policy into other languages, the English version of this policy shall be authoritative in the event of any dispute or confusion.

This sample policy/letter/document is merely a sample or guidance. Companies are advised to practice caution when drafting its HR documentation and shall always be in compliance with the Employment Act and Industrial Relations Act as well as past case laws so as to ensure the policy does not violate or infringe the prevailing employment regulations. Companies are encouraged to adopt best practices to be attractive employers and promote a productive and competitive operating landscape. The author shall not be held liable for any damages or claims arising from the usage of the contents of this document.

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