INPUT OUTPUT GLOBAL

**SOCIAL MEDIA AND EXTERNAL COMMUNICATIONS POLICY**

*Effective Date: October 21, 2025*

*Document Version: 1.0*

*Classification: Internal - Mandatory Compliance*

**1. PURPOSE AND SCOPE**

**1.1 This Social Media and External Communications Policy ("Policy") establishes mandatory requirements for all employees, contractors, consultants, temporary workers, and any other individuals performing work on behalf of Input Output Global ("IOG" or "the Company") regarding public statements about their employment and the Company.**

**1.2 This Policy applies to all forms of public communication, including but not limited to: social media platforms, personal websites, blogs, podcasts, vlogs, public forums, online communities, professional networking sites, media interviews, conference presentations, public speaking engagements, and any other medium where statements may become publicly accessible.**

**1.3 Violation of this Policy may result in disciplinary action up to and including immediate termination of employment or contractual relationship, and potential legal action to recover damages.**

**2. PERMITTED STATEMENTS**

**2.1 Employees are ONLY permitted to make the following statement regarding their relationship with the Company:**

"I work for Input Output Global"

OR

"I am employed by Input Output Global"

**2.2 Permissible variations include:**

- "I work at Input Output Global"

- "I am an employee of Input Output Global"

- "My employer is Input Output Global"

- Use of "IOG" as an abbreviation for "Input Output Global"

**2.3 When using professional networking platforms (such as LinkedIn), employees may only list:**

- Company name: "Input Output Global"

- Current employment status (e.g., "Present")

- NO job title, department, location, or description of duties

**3. PROHIBITED STATEMENTS AND ACTIVITIES**

**3.1 Employees are STRICTLY PROHIBITED from publicly disclosing, discussing, or referencing ANY of the following:**

a) Job titles, roles, or positions held at the Company

b) Department, team, or division assignments

c) Work location, office location, or workspace details

d) Job responsibilities, duties, or projects

e) Company products, services, or technologies

f) Company strategies, plans, or business operations

g) Company clients, partners, or business relationships

h) Company financial information or performance

i) Company culture, policies, or internal practices

j) Opinions about the Company, its leadership, or operations

k) Work-related achievements, milestones, or accomplishments

l) Company events, meetings, or activities

m) Information about colleagues, supervisors, or other employees

n) Company facilities, equipment, or resources

o) Technical details, specifications, or methodologies used by the Company

p) Any proprietary or confidential information

q) Any information learned through employment relationship

r) Speculation about Company future plans or direction

s) Work schedule, hours, or time-off

t) Hiring activities, job openings, or recruitment efforts

**3.2 Employees shall NOT:**

- Post photographs or videos taken at Company facilities or events

- Share screenshots, documents, or materials related to Company work

- Tag or mention the Company in posts beyond stating employment status

- Use Company logos, trademarks, or branding in personal communications

- Respond to questions about their work beyond confirming employment

- Participate in discussions about the Company's industry or sector in connection with their employment

- Accept or provide endorsements related to skills or expertise associated with Company work

- Write recommendations or testimonials that reference Company work

- List Company-related skills, competencies, or certifications gained through employment

**4. MANDATORY REQUIREMENTS**

**4.1 All employees must:**

a) Immediately remove any existing public statements that violate this Policy

b) Review and update all social media profiles within 5 business days of Policy acknowledgment

c) Include a disclaimer on personal social media accounts stating: "All posts are personal views and not affiliated with my employer"

d) Decline all media interview requests without prior written authorization from the Legal and Communications Department

e) Redirect all inquiries about the Company to the Official Communications Department

f) Report any inadvertent disclosure of prohibited information within 24 hours

**4.2 Prior written authorization from the Chief Legal Officer and Chief Communications Officer is required for:**

- Any public speaking engagement where employment with IOG may be referenced

- Participation in industry conferences or panels

- Publication of articles, papers, or blogs that may reference employment

- Media interviews or press statements

- Testimony or expert witness activities

**5. MONITORING AND ENFORCEMENT**

**5.1 The Company reserves the right to monitor public communications by employees to ensure Policy compliance. This may include periodic review of social media profiles, online posts, and public statements.**

**5.2 The Company utilizes automated monitoring systems and third-party services to identify potential Policy violations.**

**5.3 Employees who become aware of Policy violations by colleagues must report such violations to the Legal Department within 48 hours.**

**5.4 The Company maintains a zero-tolerance approach to violations of this Policy.**

**6. DISCIPLINARY ACTIONS**

**6.1 Violations of this Policy will result in immediate disciplinary action, which may include:**

FIRST VIOLATION:

- Written warning placed in personnel file

- Mandatory re-training on Policy requirements

- 30-day probationary period with enhanced monitoring

- Potential suspension without pay (1-5 days)

SECOND VIOLATION:

- Final written warning

- Suspension without pay (5-10 days)

- Removal of access to certain systems or information

- Mandatory review of continued employment eligibility

THIRD VIOLATION OR SERIOUS SINGLE VIOLATION:

- Immediate termination of employment

- Pursuit of legal remedies including injunctive relief

- Recovery of damages resulting from unauthorized disclosures

- Referral to law enforcement if criminal conduct is suspected

**6.2 The severity of disciplinary action is determined by:**

- Nature and sensitivity of information disclosed

- Intent and circumstances of the violation

- Potential or actual harm to the Company

- Employee's prior disciplinary record

- Level of public exposure achieved by the violation

**7. EXCEPTIONS AND AUTHORIZATION PROCESS**

**7.1 Any request for exception to this Policy must be submitted in writing to the Legal Department at least 30 days in advance of intended communication.**

**7.2 Exception requests must include:**

- Detailed description of proposed statement or activity

- Platform or medium for communication

- Business justification for exception

- Proposed language or content for review

- Expected audience and reach

**7.3 Exception approvals require dual authorization from:**

- Chief Legal Officer

- Chief Communications Officer

**7.4 Approved exceptions will be granted in writing and will specify exact language permitted and any conditions or limitations.**

**7.5 Denial of exception requests is final and not subject to appeal.**

**8. PROTECTED ACTIVITIES**

**8.1 Nothing in this Policy is intended to interfere with employee rights under applicable law, including but not limited to:**

- Rights to discuss wages, hours, and working conditions with other employees as protected by labor laws

- Rights to engage in protected concerted activity

- Obligations to comply with lawful subpoenas or court orders

- Rights to report illegal activity to appropriate governmental authorities

**8.2 Employees who believe they have a legal obligation to make statements that would otherwise violate this Policy must immediately consult with the Legal Department before making such statements.**

**8.3 Protected whistleblower activities must still be conducted through appropriate legal channels and with minimal disclosure of information not required by law.**

**9. POST-EMPLOYMENT OBLIGATIONS**

**9.1 This Policy remains in effect for 24 months following termination of employment or contractual relationship with the Company.**

**9.2 Former employees must continue to refrain from:**

- Disclosing confidential or proprietary information learned during employment

- Discussing specific details of work performed for the Company

- Using Company employment as a credential beyond basic statement of employment dates

**9.3 Former employees may state:**

- "I previously worked for Input Output Global from [start date] to [end date]"

- General industry sector experience without specific Company details

**10. COMPLIANCE CERTIFICATION**

**10.1 All employees must complete Policy acknowledgment and certification within 5 business days of:**

- Initial employment or contract commencement

- Policy updates or amendments

- Return from extended leave

**10.2 Annual recertification is required during each employee's anniversary month of employment.**

**10.3 Failure to complete required certifications will result in:**

- Suspension of system access

- Hold on compensation pending compliance

- Potential termination for willful non-compliance

**11. QUESTIONS AND GUIDANCE**

**11.1 Questions regarding this Policy should be directed to:**

Legal Department: legal@iog.io

Human Resources: hr@iog.io

**11.2 When in doubt about whether a statement violates this Policy, employees must:**

- Assume the statement is prohibited

- Seek written clarification before making any statement

- Err on the side of non-disclosure

**11.3 Unauthorized guidance from colleagues or supervisors does not constitute approval and does not provide protection from disciplinary action.**

**12. POLICY ADMINISTRATION**

**12.1 This Policy is owned and administered by the Legal Department in coordination with Human Resources and the Communications Department.**

**12.2 The Company reserves the right to modify, amend, or terminate this Policy at any time without prior notice.**

**12.3 Policy updates will be communicated via official Company channels and require immediate compliance.**

**12.4 This Policy supersedes all previous policies, guidelines, or communications regarding employee external communications.**

**13. ACKNOWLEDGMENT AND AGREEMENT**

By signing below, I acknowledge that:

**1. I have received, read, and understand this Social Media and External Communications Policy**

**2. I agree to comply with all requirements and restrictions set forth in this Policy**

**3. I understand that violation of this Policy may result in disciplinary action up to and including termination and legal action**

**4. I understand that this Policy remains in effect during and after my employment with Input Output Global**

**5. I have had the opportunity to ask questions and seek clarification regarding this Policy**

**6. I understand that my continued employment is contingent upon compliance with this Policy**

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (Printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID Number

FOR COMPANY USE ONLY

Policy Acknowledged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledged By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

END OF POLICY DOCUMENT

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