

- ✓ 1.20. Employees shall not attribute personal statements, opinions or beliefs to RRA when engaged in blogging or social media activities.
- ✓ 1.21. Employees shall assume all risks and consequences associated with the inappropriate use of social media, blogging and related activities. RRA Management shall hold the responsible member of staff accountable for any social media activity that negatively impacts RRA's core business or reputation.
- ✓ 1.22. Unless if explicitly permitted, RRA's trademarks, logos and/or any other RRA intellectual property shall not be used in connection with any blogging or social networking activity.

## **8. Internet and Email Communications**

### **✓ 8.1 Internet Usage Statement**

- ✓ 8.1.1 Users shall not use or access the internet for non-business purposes and restrict personal use to a minimum - limited to education, knowledge and news. Users should strictly avoid visiting non-business, offensive and unethical sites which violate RRA security policies.
- ✓ 8.1.2 Users shall not use RRA Internet facilities to:
  - a) Download or distribute malicious software or tools to deliberately propagate any form of malware across RRA systems.
  - b) Violate any copyright or license agreement by downloading or distributing protected material.
  - c) Upload files, software or data belonging to RRA to any Internet site without authorization of the owner of the file/ software/ data.
  - d) Share any RRA confidential or sensitive information with any Internet site unless authorized by management.
  - e) Users shall not post any RRA proprietary information on Internet share drives, public forums, newsrooms or bulletin boards. This is strictly prohibited, and any violation will be subject to disciplinary process that includes legal consequences.
  - f) Post remarks that are defamatory, obscene or not in line with RRA's policies or code of conduct on the subject.
  - g) Conduct illegal or unethical activities including gambling, accessing obscene material or misrepresenting the organization.
- ✓ 8.1.3 In case such misuse of the Internet access is detected, RRA can terminate the user Internet account and take other disciplinary action.
- ✓ 8.1.4 Users should ensure that they do not access websites by clicking on links provided in emails or in other websites. When accessing a website where sensitive information is being accessed or financial transactions are performed, it is advisable to access the website by typing the URL address manually rather than clicking on a link.
- ✓ 8.1.5 Users shall be aware that their information systems (computer, internet, email, messenger, and telephone conversations), its usage and information exchanged are