

	<b>USAGE OF SOCIAL MEDIA POLICY</b>	<b>DOC NO.</b> : S2K-LG002/23
		<b>REV</b> : 00
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## 1.0 PRELIMINARY

Social media can be considered as the crux of our organization as the platform is actively used to market our Company and products. In this fast-paced world, total restriction of usage of social media during work hours is something that cannot be practically implemented, considering the heavy influence of social media on business development. However, it must be understood that usage of social media during work hours has its own risks. One of it being the effect that it might bring towards the focus and productivity of employees.

## 2.0 OBJECTIVE

This policy seeks to achieve the following :-

- i. To promote appropriate use of social media for work and personal use;
- ii. To use social media in a safe manner;
- iii. To positively promote the reputation of the Company; and
- iv. To avoid disruption of productivity of employees by excessive usage of social media.

## 3.0 CATEGORIES OF PEOPLE

This policy shall be applicable to the following individuals :-

- i. Permanent Employees of Samurai 2K Aerosol Sdn. Bhd. ; and
- ii. Contractual Employees of Samurai 2K Aerosol Sdn. Bhd.

## 4.0 POLICY IMPLEMENTATION

- 4.1 Human Resource Department shall be responsible for the effective operation of this policy.
- 4.2 Technology Development shall be responsible for monitoring, reviewing the operation of this policy and subsequently for making recommendations to minimize risks related to usage of social media.
- 4.3 All individuals in Clause 3.0 shall exercise duty of care as employee of the company to comply with this policy and to ensure the application of it while handling social media.

## 5.0 DEFINITION

- 5.1 Social media can be defined as any website or application that enables users to create or share content or to participate in social networking.

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5.2 The following are applications and/or websites that can be considered as social media :-

- i. Pinterest
- ii. Facebook
- iii. Twitter
- iv. LinkedIn
- v. Tiktok
- vi. Youtube
- vii. Instagram
- viii. Whatsapp
- ix. Wechat
- x. Blogs
- xi. Mattermost
- xii. Dingtalk

5.3 The list of social media in Clause 5.2 is not exhaustive and subject to inclusion of other social media sites.

## **6.0 SCOPE**

6.1 This policy is divided into three segments:-

- i. Usage of social media using the Company social media accounts;
- ii. Usage of personal social media accounts to promote the Company and/or its business; and
- iii. Usage of personal social media accounts for personal events.

## **7.0 USAGE OF COMPANY'S SOCIAL MEDIA ACCOUNTS**

7.1 Any Employee that wishes to gain access to the Company's social media accounts for the course of employment shall seek authorization from his or her Head of Department and the Technology Development Department.

7.2 Company social media accounts shall be monitored by Technology Development Department.

7.3 Employees are strictly prohibited from posting any content that would deem to be vulnerable, contentious or place the Company in a risky position.

7.4 Employees that are unsure of the authenticity of the content shall seek advice from the Technology Development Department and/or Digital Marketing Department.

7.5 Employees are strictly prohibited from revealing private information that would place both the Employee and the Company in a risky position.

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- 7.6 Social media shall not be used as a medium to convey decisions related to recruitment.
- 7.7 Employees are strictly prohibited from sharing any information that is not in the public domain. This could be (not limited to) the Company’s business strategies, financial position, performance, Intellectual Property matters, legal disputes and etc.
- 7.8 In the event, an Employee come across content on social media that is inaccurate or derogatory in nature, Employee shall only respond on behalf of the Company, after gaining authorization with the Head of Department.
- 7.9 Employees are strictly prohibited from making copies, altering, distribute any part of a copyrighted work without obtaining permission from the copyright owner.
- 7.10 Employees shall exercise sufficient amount of care while using logos, images and photos found on the internet during the course of work.
- 7.11 Employees shall exercise sufficient amount of caution while handling social media, to avoid phishing attempts. (maliciously obtaining information related to Company and/or products )

**8.0 USAGE OF PERSONAL SOCIAL MEDIA ACCOUNT FOR THE COURSE OF EMPLOYMENT**

- 8.1 Employees may use their personal social media accounts to promote the Company and/or its products.
- 8.2 Employees are strictly prohibited from sharing contents related to Company’s performance, business strategies, Intellectual Property related information, Company’s policies and procedures, photographs of Company, photographs during the course of work.
- 8.3 Employees may share content related to Company’s corporate activities i.e. birthday celebrations, events, outdoor activities.
- 8.4 Employees shall exercise sufficient care while promoting the Company and/or its products on their personal social media accounts.
- 8.5 Employees are strictly prohibited from posting contents that are deemed inappropriate such as racial or religious slurs, gender-specific comments, pornography, information that encourages terrorism, materials related to cults, gambling or illegal drug activities.
- 8.6 Employees are strictly prohibited from posting any content related to hate speech, threats of violence, harassment or bullying.

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8.7 Employees will be held accountable for contents posted on their personal social media.

8.8 Employees are strictly prohibited from using Company email address for personal use.

**9.0 USAGE OF PERSONAL SOCIAL MEDIA ACCOUNTS FOR PERSONAL ACTIVITIES**

9.1 The Company does not prohibit the use of social media for personal use subject to the conditions set in this Clause.

9.2 Usage of social media for personal activities during work hours is deemed as a privilege not a right.

9.3 The said privilege shall not be abused or overused and the Company reserves the right to withdraw the said privilege at any time.

9.4 The following prerequisites must be fulfilled for personal use to persist :-

- i. Usage of personal social media shall be minimal;
- ii. Usage of personal social media shall not affect work performance and/or productivity;
- iii. Usage of personal social media shall not breach Clause 9 of this Policy; and
- iv. Usage of social media shall comply with the Company's policies i.e. Information and Communications Technology Policy, Workplace Harassment Prevention Policy.

**10.0 MONITORING**

10.1 Usage of Company Social Media accounts shall be actively monitored.

10.2 Employees' social media accounts will not be actively monitored.

10.3 In the event, there is a suspicious activity related to the breach of this Policy detected, investigation shall be conducted by Human Resource Department.

10.4 Employees shall co-operate with any investigation involving breach of this Policy.

**11.0 DISCIPLINARY ACTION**

11.1 In the event breach of this policy is ascertained to have taken place, the Management shall take disciplinary action towards the said Employee, depending on the graveness of the misconduct.

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## 12.0 INTERPRETATION AND REVIEW

- 12.1 This policy shall be reviewed and amended periodically to ensure that it is relevant with the trend of times and it serves the ultimate purpose of utilizing social media platform in a safe manner to promote the Company and/or its business and at the same time to reduce risks related to social media usage.
- 12.2 The English language version of this Policy shall prevail in case of any inconsistencies with translated versions.