

Okapi Solutions Limited

Social Media Policy

Okapi Solutions recognises blogs, networking sites, and other social media (collectively referred to as “social media” and defined below) as possible tools to support the Company’s operational goals.

This policy applies to all employees and associates when they participate in social media as part of their professional duties. It also applies to staff employees’ participation in social media at any time that they give the appearance of speaking on behalf of the Company or its affiliates; identify themselves as Company employees or as affiliated with the Company; or discuss the Company or its affiliates. Employees and associates are responsible for the content they publish on social media and should use good judgment.

Employees and associates should be mindful that the things they say or do on social media are publically available and searchable and may be forever accessible, which can be then associated to Okapi Solutions. Comments, expressions, and other postings on social media must be honest and respectful of others; respect confidential, personal, and proprietary information; and comply with applicable local and national laws, as well as Okapi Solutions’ internal policies.

Social Media Definition

Online, electronic, or Internet media, tools, communities, and spaces for social interaction, sharing user-generated content, or public or semi-public communication. Social media typically uses web-based technologies to turn communication into interactive dialogues. Social media can take many different forms, including internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures and video, email, text, instant messaging, music- sharing and chat, to name just a few.

Examples of social media platforms include, but are not limited to, the following:

- LinkedIn
- Facebook
- Instagram
- Snapchat
- Wikipedia
- YouTube
- Twitter
- WhatsApp
- Weblogs.

Being on social media on your mobile phone, computer or other device while on company time, is also akin to being on a personal call while at work. Employees and Associates are required to do their best to focus during their work hours and use these applications during personal time, like lunch breaks, or at the end of the day.

Violation(s) of the social media policy will be subjective to progressive discipline, up to and including termination.

This Social Media Policy was last updated on 9th March 2018.