



Social Media Policy for Parami Energy Group of Companies:



PARAMI ENERGY GROUP OF COMPANIES promotes discourse that is professional, honest, and with integrity. This **Social Media Policy** pertains to the corporate code of conduct that provides guidelines for employees who post content on the internet and forms of social media. This pertains to those employees who make postings as part of their job or their private life.

Introduction:

1. Employees should exercise fairness, proper courtesy, consideration and sensitivity in dealing with customers, colleagues, and stakeholders.
2. Employees must not disclose any confidential or private information obtained through her/his employment to third parties, and should share confidential or private information *only* with the Company management and other employees on a need-to-know basis.
3. This is in no way to say that we are against personal freedom of speech. These guidelines are meant to preserve the company's professional interest as well as the privacy of employees.
4. This policy is aligned with the Company's Code of Conduct policy and Communications Policy, thus significant overlaps will be seen. This policy applies to all employees, officers and directors of the Company and its related subsidiaries or group of companies.

Social Media: Parami's senior management understands that social media is now a key communication channel. While personal opinions do matter, there is a need for professional guidance when it comes to company plans. Forms of social media include but are not limited to: Facebook, Twitter, blogs, Instagram, Viber, LinkedIn, etc.

1. Employees will seek permission before posting Parami's current, potential, and future business plans, unless it has already been established an official press release or posting by Parami.
2. It is unacceptable for Parami employees to disclose dishonorable content, such as racial, cultural, ethnic, sexual, religious slurs through social media outlets.
3. Employees should be considerate of colleagues and avoid posting anything that has potential to embarrass a co-worker or infringe on his/her privacy.
4. Employees should also abide by the policies in Parami Code of Conduct concerning Privacy and Confidentiality (section 6) and the Parami Communications Policy.

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Parami Energy Group of Companies