

**GUIDELINES
SOCIAL MEDIA POLICY**

Approved

[Signature]
Marion Lat
HRGA Manager

Checked

[Signature]

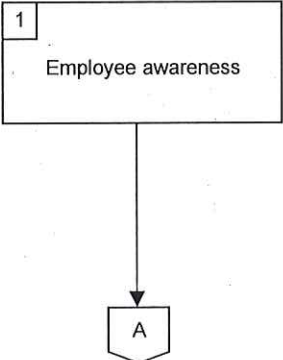
Prepared

[Signature]
Jennifer Hermosa
HRGA Staff

I. OBJECTIVE	This policy provides a framework for using Social Media. This policy provides practical advice to avoid issues that might arise by careless use of Social Media in the workplace.
II. SCOPE	All employees are expected to follow this policy.
III. DEFINITION	<p>“Social Media”, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.</p> <p>Social Media is a place where people exchange information, opinions and experiences to learn, develop and have fun. Whether employees are handling a corporate account or use one of their own, they should remain productive.</p>
IV. ROLES AND RESPONSIBILITIES	<p>EMPLOYEES</p> <ul style="list-style-type: none"> Adhere to company policies, standards and guidelines while using social media. Bring social media concerns forward to their Supervisors / Managers in a timely manner. Cooperate in resolving situations involving use of social media. <p>MANAGERS</p> <ul style="list-style-type: none"> Assess and identify reasonable solutions to employee concerns in a timely manner. Document the concerns brought forward by the employee(s) and the steps taken to resolve the issue. Implement and monitor solutions in a timely manner. Consult with the HRGA Manager on the steps to be done on a given situation, as required. <p>HRGA</p> <ul style="list-style-type: none"> Advise Managers and Employees on the interpretation and application of this policy. Support resolution of issues as required. <p>DEPARTMENT</p> <ul style="list-style-type: none"> Ensure that the policy expectations are communicated to all employees.

V. POLICY

The following principles apply to professional use of social media on behalf of SKPI as well as personal use of social media when referencing SKPI.

RESPONSIBLE	FLOW DIAGRAM	DETAILS	REFERENCE
Employee	 <pre> graph TD 1[1 Employee awareness] --> A[A] </pre>	<p>1.1. Employees need to know and adhere to the SKPI's Code of Conduct, Employee Handbook, and other company policies when using social media about SKPI.</p> <p>1.2. Employees should be aware of the effect their actions may have on their images, as well as SKPI's image. The information that employees post or publish may be public information for a long time.</p> <p>1.3. Employees should be aware that SKPI may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to SKPI, its employees, or customers.</p>	



SOHBI KOHGEI (Phils.), Inc.
Lima Technology Center, Lipa City, Batangas

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RESPONSIBLE	FLOW DIAGRAM	DETAILS	REFERENCE
Employee		2.1. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.	
Employee		<p>3.1. Employees are not to publish, post or release any information that is considered confidential or not public. Examples of confidential information are Drawings, Parts or Products, Machineries, Factory Layouts, Salary Documents, Company ID, but not limited to those mentioned.</p> <p>3.2. Uploading photos of yourself or of your co-worker on a social networking site showing you engaged in inappropriate behavior or behaving illegally. If you are identifiable as an SKPI employee (e.g. you wear a uniform), you are required to act and behave in a professional manner at all times.</p> <p>3.3. Uploading of photos while inside the Factory showing machineries, parts or anything in relation with producing the company's product is Not Allowed. Uploaded photos in the same case are only permissible in the Company's official site and social media; uploaded Only by the authorized personnel.</p>	
Employee		4. If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.	
Employee		5. Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.	
Employee		6. Social media use shouldn't interfere with employee's responsibilities at SKPI. SKPI computer systems are to be used for business purposes only. When using SKPI computer systems, use of social media for business purposes is ONLY allowed (ex: HR Staff posting on Facebook about job vacancies), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action, which may include, but not limited to, termination of employment, legal action, as appropriate.	

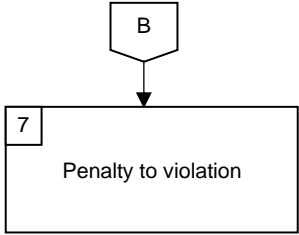


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Employee	 <pre> graph TD B[B] --> 7[7] 7 --- P[Penalty to violation] </pre>	<p>7.1 Subject to applicable law, online activity that involves or subjects associated with SKPI and/or violates SKPI's Code of Conduct or any other company policy may subject an employee to disciplinary action up to and including dismissal.</p> <p>7.2 Employees will be held accountable for what they post online, even when using a disclaimer such as "My views are my own" or equivalent. Inappropriate conduct using social media which may bring dishonor to the employer or employees may be investigated and subject to disciplinary action up to and including dismissal.</p>	Employee Handbook

