

## Godrej Infotech Ltd.

Regd. Office: Pirojshanagar, Vikhroli,

Mumbai 400079, India

T: + 91-22-2518 1722

F: + 91-22-2518 1728

www.godrejinfotech.com

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GITL/HRD/POLICY/2023/011

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### Social Media Policy FOR THE EMPLOYEES OF GODREJ INFOTECH LTD.

#### I. SCOPE:

This policy applies globally to all Godrej employees (full-time, part-time and those on contractual assignments), partners and contractors who use or access [Social Media](#).

Use of "Social Media" means blogging, social networking or other similar activities on sites accessible via public internet and on which images, commentary or information is posted or shared. The policy covers all social networking websites (such as Facebook, Instagram, Twitter, Wikipedia, YouTube, Pinterest, MySpace, LinkedIn etc.), blogs or similar forms of online journals or personal newsletters, internet chat rooms, photo or video repositories, any other form of user-generated media etc.

#### II. OBJECTIVE:

The guidelines laid out under the Social Media policy are not meant to stop or prohibit the usage of these mediums, but to guide behavior while representing and/or referring to Godrej on any online forum or community.

All use of, and participation in, [Social Media](#) must comply with this policy and with Godrej's values, applicable employee policies, the terms of the Godrej Employee Agreement, local legal and regulatory requirements. The policies applicable to employees are available on the GITL intranet- "HR -> Policies".

#### III. BEST PRACTICES GUIDELINES

The recommendations below provide a roadmap for constructive, respectful, and productive dialogue in the social media space. Godrej considers these to be "best practices guidelines" that are in spirit of the company's culture and in the best interest of all employees:

- a) **Join Godrej groups or networks on social media:** There are several Godrej channels and groups in the social media. We invite you to share any approved Godrej content that is posted on Godrej social media networks by the following steps:
- Like or retweet Godrej posted content, which will allow you to share it with your networks via Facebook and Twitter respectively.
  - Comment on Godrej posted content, but please keep in mind that your postings will be viewed by an external/global audience.

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- b) **Connecting with Clients/Colleagues** : Please be cognizant of the fact that connecting with clients can inadvertently result in public disclosure of information/details pertaining to Godrej's client list, as well as disclosure of your personal information that you may not want to share with a client. Carefully consider how your posts/status updates will be viewed by these individuals in your network and refrain from posting updates with negative work-related anecdotes. If you choose to connect with a colleague, please keep in mind that your interaction in the social medium must be consistent with the behavior expected during any other employment interaction.
- c) **Act responsibly and ethically**: When participating in online communities, please do not misrepresent your affiliation with Godrej. We would encourage you to stick to your area of expertise and at the same time feel free to provide unique, individual perspectives on non-confidential activities at Godrej. For example, it's advisable to seek permission to publish or report on conversations that are meant to be private or internal to the organization.
- d) **Avoid Discrimination**: Please avoid discrimination based on age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status or any other legally recognized protected basis under central, state, or local laws, regulations or ordinances.
- e) **Confidentiality**: Information that is confidential to Godrej, our employees, clients or any third-party should never be posted on any Social Media. Confidential information includes anything addressed in the Employee Agreement, client names, specific projects, assignments, Godrej processes, financials, and other proprietary and non-public information. Please refrain from posting logos or trademarks of Godrej or any client or vendor or any information or documents bearing such trademark or logo without prior permission.
- f) **Transparency**: When commenting on the business, unless authorized to speak on behalf of Godrej, please state that the views expressed are your own. Refrain from linking to Godrej's internal websites in any personal blogs without prior permission. Where your relationship with Godrej is expressed or can be inferred, it is advisable to set privacy settings on the Social Media sites to the highest available privacy level. It's best to use personal e-mail addresses on social media. All statements must be true and not misleading. All claims must be substantiated and approved. Product benchmarks must be approved for external posting by the appropriate product benchmarking Team.
- g) **Respect Co-workers**: Please be respectful towards fellow employees, business partners, competitors and clients and refrain from any behavior which might be construed as bullying or coercing. Please avoid sharing personal information regarding other employees or customers. Please refrain from statements about Godrej, its employees or any organizations associated or doing business with Godrej that is discriminatory, defamatory, obscene, threatening or harassing. Be careful not to publish false information or rumors.



#### IV. LEGAL LIABILITY:

For the avoidance of doubt, compliance with this policy does not excuse legal liability. Accordingly, Godrej, its employees, and others may pursue legal action against you personally, if your posting constitutes, for example:

- a) defamation (i.e. making false allegations against other employees or Godrej, even if you sincerely believed the information to be true);
- b) conduct that violates the legal rights of other employees, such as posting information that invades the privacy rights of other employees, individuals, or Godrej.
- c) Breach of confidentiality. Godrej will not defend you in any legal actions based on your personal online postings.
- d) Any violation of any applicable policy of Godrej, including those set forth in the Employee Policies and the “Code of Ethics and Business Conduct”.

#### V. PROCEDURE FOR SEEKING APPROVAL ON ANY ONLINE ACTIVITY RELATED TO GODREJ

In case of any query regarding this policy or any online activity that you wish to engage in, please send an email at [smediaquerygitl@godrej.com](mailto:smediaquerygitl@godrej.com) seeking approval for the same.

#### VI. PROCEDURE FOR REPORTING ONLINE ACTIVITY THAT IS DETRIMENTAL TO GODREJ

You are also requested to notify the Head- HR, at [smediaabusegitl@godrej.com](mailto:smediaabusegitl@godrej.com) in the event of any online activity that you consider detrimental to Godrej.

Date: 14-04-2023

For Godrej Infotech Ltd.,



**Ajay Pimparkar**  
Chief Executive Officer

