



Social Media Policy

This policy provides guidance for employee use of 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 contemporary manner. The following principles apply to professional use of social media on behalf of Comet Security Services Ltd as well as personal use of social media when referencing Comet Security Services Ltd:

- Employees need to know and adhere to the Company's Code of Conduct, Employee Handbook, and other company policies when using social media about Comet Security Services Ltd.
- Employees should be aware of the effects of their actions on their images and Comet Security Services Ltd.'s image/reputation. The information that employees post or publish may be public for a long time.
- Employees should be aware that Comet Security Services Ltd may observe content and information made available by employees through social media. Employees should use their best judgment when posting material to ensure that it is neither inappropriate nor harmful to Comet Security Services Ltd, its employees, or its customers.
- 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, libellous, or that could potentially create a hostile work environment.
- Employees are not to publish, post, or release any information considered confidential or not public. If they have questions about what is considered confidential, they should always check with the Human Resources Department and supervisor.
- Social media networks, blogs and other online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorised Comet Security Services Ltd spokespersons
- 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.
- Employees should get appropriate permission before they refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get proper permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property
- Social media use shouldn't interfere with employee's responsibilities. Comet Security Services Ltd Computer systems are to be used for business purposes only. Social media for business purposes is allowed when using Comet Security Services Ltd computer systems (e.g., Facebook, Twitter, Comet Security Services Ltd blog, and LinkedIn). Still, personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- It is highly recommended that employees keep Comet Security Services Ltd-related social media accounts separate from personal accounts, if practical.

Signature _____ Director _____ 01/01/2026 _____
Position Date