



NOCIL LIMITED

NOCIL Limited Social Media Policy

For NOCIL LIMITED

A handwritten signature in blue ink, appearing to read "S. R. Deo".

S. R. Deo
Managing Director

Approved by Core Committee on Sustainability on 09.12.2022



SOCIAL MEDIA POLICY- NOCIL LTD (NOCIL)

Background, Applicability and Objectives:

Social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. NOCIL's social media Policy provides a framework for using social media. Also, by "social media," we refer to a variety of online communities like blogs, social networks, chat rooms and forums – not just platforms like Facebook or Twitter

Applicability

This policy applies to the Executive Chairman, Managing Director, Deputy Managing Director, Key Managerial Personnel, Sr Managerial Personnel, Officers/Managers, and all other employees (whether on regular rolls or on contractual basis) and workmen (on regular rolls or on contractual Basis) and includes trainees, interns, and apprentices

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether associated or affiliated with NOCIL as well as any other form of electronic communication.

You are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who





work on behalf of NOCIL or NOCIL's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, NOCIL's Ethics Policy and all other Policies, as may be applicable to you and uploaded on the company's website www.nocil.com and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

PL DO NOT use statements, photographs, video, or audio that could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.

Be honest and accurate

PL MAKE SURE that you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives everything; therefore, even deleted postings can be searched. Never post any information or rumours that you know to be false about NOCIL

Post only appropriate and respectful content

- Maintain the confidentiality of NOCIL 's trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.



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- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website, or other social networking site to a NOCIL 's website without identifying yourself as an Employee/Officer/Manager of NOCIL.
- Express only your personal opinions. Never represent yourself as a spokesperson for NOCIL. If NOCIL is a subject of the content you are creating, be clear and open about the fact that you are an employee/Manager and make it clear that your views do not represent those of NOCIL.
- If you do publish a blog or post online related to the work, you do, or subjects associated with NOCIL make it clear that you are not speaking on behalf of [the Company. It is best to include a disclaimer such as "*The postings on this site are strictly personal and do not necessarily reflect the views of NOCIL.*"

Using social media at work

Refrain from using social media while on work time or on equipment NOCIL has provided unless it is work-related as authorized by your manager or consistent with the Company Policy. Do not use NOCIL email addresses to register on social networks, blogs or other online tools utilized for personal use.

Media contacts



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NOCIL LIMITED

PL DO NOT speak to the media (print or electronic) on the behalf of NOCIL. Only authorized personnel and authorized Agency representatives are entitled to interact with the media All media inquiries should be directed to Mr Amit K Vyas, Asst V.P (Legal) & Company Secretary .

Disciplinary Action for violation of the Policy

In event of any violation of the Policy the Company reserves the right to take disciplinary action including suspension or termination from services.

For more information

If you have questions or need further guidance, please contact Mr Amit K Vyas, Asst V.P (Legal) & Company Secretary .

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