

Social Media Policy

Document Title	Social Media Policy
Company	The Hi-Tech Gears Ltd.
Approved By	Board of Directors
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The Hi-Tech Gears understand that social media is a powerful tool for connecting with the world at large. However, it must be used responsibly, especially when referring to the company, customers, suppliers, or colleagues and potential impact it may have on the company's reputation.

1. Objective

This policy establishes guidelines for responsible use of social media and aims to protect the company's reputation, confidential information, and ensure compliance with regulatory obligations under the applicable laws. This policy also aims to mitigate risks from cyber threats, misinformation, and content offending cultural, religious, or regional sensitivities, aligning with India's social and legal framework.

2. Scope

This policy applies to all the (i) Directors on the Board of the Company; (ii) all employees / officers of the Company; (iii) all the directors and employees of all the group companies of The Hi-tech Gears Limited, including the workforce provided by the contractors; and (iv) Consultants/Advisors, Retainers, Agents, Representatives etc. to the extent applicable. (For reference collectively called "Employees" in this policy). This policy covers social media activities on company devices, personal devices used for work (including BYOD), and during/outside work hours if impacting the company.

3. Definition of Social Media

Social media includes but is not limited to:

- LinkedIn, Twitter (X), Facebook, Instagram, Threads, YouTube, WhatsApp, Telegram
- Blogs, forums, Reddit, Quora, Medium
- Any other current and future platforms that facilitate public interaction and content sharing

4. Guiding Principles

Employees must:

1. Act Responsibly: Exercise professionalism and integrity when posting online.
2. Protect Confidentiality: Do not disclose any confidential, proprietary, or price-sensitive information (PSI), including financials, production details, future projects, vendor/customer data, or unpublished price-sensitive information (UPSI) as per SEBI (PIT) Regulations, 2015.
3. Be Respectful: No defamatory, harassing, or discriminatory comments related to the company, co-workers, customers, suppliers, or competitors.

4. Maintain Brand Integrity: Do not misuse the company's name, logo, trademarks, or branding without proper authorization.
5. Avoid Conflicts of Interest: Do not engage in online conduct that may conflict with your role or obligations at work.
6. Transparency: If employees are authorized to represent the company on social media, they should clearly identify themselves as such.
7. Minimizing Legal Action: Employees should be aware that their online activity can potentially expose the company to legal risks.
8. Be mindful of offline conversations with colleagues or customers and respect their privacy - be responsible digital citizens upholding the Company's values.

5. DOs and DONTs

What You Can Do:

- Like, share, or repost official posts shared by the Company's social media team.
- Always be respectful and professional in your online presence—even in personal posts—as your conduct reflects on the Company and its brand.
- Report misinformation or fake accounts impersonating the company to the Compliance Officer/HR team.

What You Must Not Do:

- You must never represent or imply that you are speaking on behalf of the Company unless you are officially authorised to do so.
- Do not post, share, tag, or forward any confidential or internal company information (e.g., photos from premises, events, screenshots from office computer, official correspondence, project updates, or business plans).
- Do not post or comment on the company's financial performance, MCA activity, production output, or regulatory filings before public disclosure.
- Engage with market rumors or speculative news.

6. Monitoring and Enforcement

- The company reserves the right to monitor public social media activity.
- Breaches may be reported to the HR/Compliance Officer at secretarial@thehitechgears.com.
- Disciplinary actions for violations may include warnings, suspension, or termination.

7. Amendments

This policy may be updated periodically to reflect evolving legal requirements and company practices.

Important:

- Social media activity is treated as public communication and comes under the THG Code of Ethics.
- Any violation may lead to disciplinary action, including termination or legal steps, depending on severity.

If you're unsure whether something is okay to post—don't post it. Instead, ask your manager or write to the Compliance Officer at secretarial@thehitechgears.com.