

Social Media & Internet Policy

1. Purpose.

The purpose of this Policy is to provide guidelines for the appropriate use of social media and the internet by employees of Top Magic Limited (the “**Company**”). This Policy aims to protect the Company's reputation, ensure the security of company information, and comply with legal and regulatory requirements.

2. Scope.

This Policy applies to all employees, contractors, consultants, and any other individuals working for or on behalf of the Company. It covers all work-related activities conducted on social media and the internet, both during and outside of working hours.

3. Policy Statement.

Top Magic Limited recognises the importance of social media and the internet as tools for communication, collaboration, and business development. Company encourages their use in a responsible and professional manner that aligns with our values and complies with legal requirements.

4. Definitions.

4.1 Social Media: Includes all forms of online communication and platforms, such as Facebook, Twitter, LinkedIn, Instagram, blogs, forums, and any other websites that allow users to create and share content.

4.2 Internet Use: Refers to the use of the internet for browsing, communication, and accessing information, whether for personal or professional purposes.

5. Responsibilities.

5.1 Management Responsibilities:

- Promote awareness of this Policy and ensure its implementation.
- Monitor compliance with this Policy and take action against breaches.
- Provide training and support on appropriate use of social media and the internet.

5.2 Employee Responsibilities:

- Use social media and the internet in a manner that reflects well on the company.
- Protect confidential and proprietary information.
- Comply with all relevant laws and regulations.
- Report any concerns or breaches of this Policy.

6. Acceptable Use.

Employees must:

- Use social media and the internet in a manner that does not interfere with their job performance.
- Ensure that their online activities do not harm the reputation of Top Magic Limited.
- Be respectful and professional in all online communications.
- Use company-provided internet access primarily for business purposes.

7. Prohibited Use.

Employees must not:

- Post or share confidential or proprietary information without authorization.
- Engage in any form of harassment, bullying, or discrimination online.
- Make defamatory, misleading, or false statements about the Company, its employees, or stakeholders.
- Use social media or the internet to conduct illegal activities or violate Company policies.

8. Personal Use of Social Media.

While personal use of social media is generally permitted, employees must:

- Ensure that personal views are clearly stated as their own and not those of Company.
- Avoid posting any content that could negatively impact the company's reputation.
- Refrain from using Company logos, trademarks, or any other proprietary material without permission.

9. Security & Privacy.

Employees must:

- Protect their online accounts by using strong, unique passwords and enabling security features.
- Be cautious of sharing personal or company information online.
- Report any security breaches or suspicious online activities to the IT department immediately.

10. Monitoring & Compliance.

Company reserves the right to monitor employees' use of social media and the internet to ensure compliance with this Policy. Any violations of this Policy may result in disciplinary action, up to and including termination of employment.

11. Training & Awareness.

Company shall provide training to ensure that all employees understand their rights and responsibilities under this Policy.

This includes:

- Induction training for new employees.
- Regular refresher training for all employees.
- Specific training for employees who manage official company social media accounts.

12. Review & Updates.

This Policy will be reviewed regularly to ensure its effectiveness and compliance with current laws and regulations. Any updates or changes will be communicated to all employees.

13. Approval.

This Policy has been approved by the senior management of Top Magic Limited and is effective as of July 2024.

Last Updated: 05 February 2026

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