

# **ELECTRONIC COMMUNICATIONS & SOCIAL MEDIA POLICY**



**Asr Alamdad**  
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Asr Alamdad (AAA) is committed to a comprehensive strategy for proper and effective use of computer, internet and e-mail facilities. This includes:

- Effectively using computer resources in a way that complies with legal and ethical standards.
- Maintaining the security of company computer resources.
- Appropriately using e-mail and access to internet resources.
- Respecting copyright and intellectual property laws and protocols.

E-mail and internet activities are to be confined to AAA business related activities.

E-mail and Internet communication originating from AAA employees or representatives must never contain inflammatory, harassing or defamatory language, and must not be disruptive to the operations, or convey any material which would reflect poorly on AAA's reputation or its general public image.

English is the official language used for AAA as a company and is therefore the preferred method of electronic communication for all AAA's business activities. All correspondence must be made in English when communicating in the workplace by email, letters and reports.

AAA prohibits any use of these resources for purposes that are deemed to be:

- Unlawful, unethical or inappropriate
- An unauthorized commercial activity
- Discriminatory
- Harassing or intimidating

Limited personal use of computer resources may be approved by the Managing Director provided such usage is not in breach of this policy, or disruptive to performance or work colleagues.

AAA has the right to monitor and audit any use of its computing and communication networks and to access or retrieve any material or data that is accessed, stored or transmitted on or via these networks. Guidance regarding electronic communications & social media use is contained in the AAA Employee Manual.



**Faisal Al-Shaiban**  
**Managing Director**