

**CODE OF CONDUCT FOR EMPLOYEES IN THE UTTARAKHAND GRAMIN  
BANK WHILE USING INTERNET OR SOCIAL MEDIA**

- I. No employee of the Bank shall establish / form / promote any group / community on any internet site which uses the name or logo of The Bank or shall become member of any such group or community unless such group is expressly created or permitted by the Bank.
- II. If any employee of the Bank is creating any social network profile, he / she should create such profile in his/ her real name and shall neither create any profile by using any ID otherwise than his / her real name nor use the business email address on personal blogs or public social networking sites.
- III. No employee shall write / express anything in any internet site or social media that may damage the reputation of the Bank or any of its employees as regards such employees work in Bank.
- IV. No employee shall post, forward, upload or express any remarks / views on any internet site or social media or share a link of any content on social media which may be defamatory, indecent, abusive, discriminatory or derogatory to the Bank or its officials / employees in their official capacity.
- V. No employee should criticize the management of the Bank or the business processes or strategies of the Bank or policies of the Bank on any internet site or social media.
- VI. No employee shall discuss, disclose, post, forward, upload or share any content related to any colleagues, competitors, customers, suppliers or other third parties including their personal details on any internet site or social media without their prior consent.
- VII. No employee shall post, forward, upload or share any such information on social media which may result into breach of intellectual property rights.
- VIII. No employee shall without express authority use the name of the Bank while expressing any views in any of the internet sites / social media.
- IX. No employee shall engage in collusive behaviour on any internet site or social media, with Bank's competitors or employees.
- X. No employee shall canvass for any donation, lottery or third-party marketing / business promotional activities / affairs on any internet site or social media.

- XI. No employee of the Bank without obtaining prior written approval from his / her controller:
- a) Shall express / forward any view on any internet site or social media about the working of the Bank or the business of the Bank or generally about the Bank or any of its officials.
  - b) Shall express / forward any views or opinion on behalf of the Bank or by using his / her official position in the Bank
  - c) Shall publish / forward any official information / circulars / memorandum / documents etc. which are of the record of the Bank.
- XII. No employee shall link from personal sites to any of his Bank-hosted websites, blogs, or social media sites, including business sites written by employees.
- XIII. No employees shall write about, comment on, or answer questions regarding any legal matter, litigation, or party to a lawsuit involving his Bank.
- XIV. No employee shall forward, upload, post or share any link to chain mail or junk mail on social media.
- XV. Employees shall use the social media sites judiciously in personal capacity. Use of social media & internet websites during office hours should complement / support the current role assigned and not interfere with office duties / commitments.
- XVI. Every employee shall be personally responsible for the content he or she publishes / forwards in any form on social media.
- XVII. No employee shall have the expectation of privacy while using the Bank's blogs, social media sites or Internet system.

**CODE OF CONDUCT FOR STAFF**  
**FOR EXPRESSING VIEWS IN SOCIAL MEDIA**

**ACKNOWLEDGMENT**

This is to acknowledge that I have read and understood the provisions of the Code of Conduct for Employees of Uttarakhand Gramin Bank (**Annexure – I**) for expressing views on social media which is circulated vide circular No 2018/Karmik/32 dated 03.08.2018.

2. I shall comply with the above Code of Conduct when using social media. I understand and affirm that any act in contravention / violation of the provisions of Code of Conduct on my part shall be construed as a misconduct and shall amount to disciplinary proceeding against me under appropriate Service Rules as deemed fit by the Bank.

Place:

Date:

(Signature)

Name:

E.C.No.