



OS CAPITAL INVESTMENTS (PVT.) LTD

Corporate Communication Policy



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OBJECTIVE

The objective of this policy is to ensure that all corporate communications, both internal and external, are consistent, accurate, and aligned with the company's values, mission, and strategic goals. This policy aims to protect the organization's reputation, maintain transparency, and ensure that information shared with stakeholders and the public is reliable and appropriate.

SCOPE

This policy applies to all employees, departments, and subsidiaries of OS Capital Investments (Pvt.) Ltd. It covers every form of communication; spoken, written, or digital, issued on behalf of the organization, including press releases and media statements, public announcements, social media interactions, internal memos and newsletters, marketing and promotional content and responses to inquiries from external parties or the public.

CORPORATE COMMUNICATIONS RESPONSIBILITY

All corporate communication matters will be managed by Ms. Laraib Gardezi, Company Secretary. Her key responsibilities include developing and implementing communication strategies, drafting and approving official statements, managing internal and external communication channels, coordinating public relations and ensuring consistency in the company's tone, style, and message across all platforms

Ms. Laraib Gardezi is the sole authorized spokesperson of the company and the primary point of contact for all media and external communication matters.

COURSE OF ACTION FOR INTERACTION WITH MEDIA

Authorized Spokesperson:

Only Ms. Laraib Gardezi, Company Secretary, is authorized to communicate with media representatives.

Media Inquiries:

- All media inquiries must be immediately referred to Ms. Laraib Gardezi.
- Employees should refrain from making any comments or sharing information without her approval.



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Press Releases and Interviews:

- All press releases and interview responses will be prepared or approved by Ms. Gardezi before publication.
- Any interviews or media engagements must be scheduled through her office.

Crisis Situations:

- During crises or sensitive matters, only statements approved and issued by Ms. Gardezi will be released.
- Employees must not share or discuss unverified or internal information.

Social Media Conduct:

- Employees may share official company posts but must not publish confidential or unapproved information.
- Personal opinions expressed online must clearly state they do not represent the company's official position.

DISCIPLINARY ACTION

Violation of this policy may result in disciplinary action, including but not limited to formal warning or reprimand, suspension or termination of employment and legal action in case of data breach, defamation, or reputational harm

The company reserves the right to take appropriate action based on the severity and impact of the violation.