



ONLINE MEDIA POLICY & GUIDELINES

INTRODUCTION

1. With the advance of IT, social media is easily accessible by all walks of life. The speed of communication thus evolved as fast as the speed of light. The impact of communication is wide reaching and would cause much damage to organisation if failure to provide boundary of its usage by employee.
2. It is to be interpreted in conjunction with the following:
 - 2.1 Non-Disclosure Policy
 - 2.2 PDPA Policy

AIM

- 3 This policy aims to provide guidelines on the publication of and commentary on social media platforms by employees.

DETAILS OF POLICY

- 4 Application
It applies to all employees.
- 5 Prohibition
Employees are refrain from making the following in social media:
 - 5.1 Disclose any information of customers, business partners and suppliers on social media without permission.
 - 5.2 Disclose any company's policy, financial information, and business strategy and its projected projects.
 - 5.3 Make defamatory and malicious comments against company, business partners, suppliers and customers.
 - 5.4 Engage with the news media or industry analysts. Only officially designated executives by the Company are authorised to speak on behalf of the organisation. In doubt, please speak to Corporate Communications or HR Division.
- 6 Reporting of Breach
Should the above be spotted by employee, it shall be report to Corporate Communications and HR Division for further investigations.
- 7 Disciplinary Actions
Stern disciplinary action shall be taken and the Company may seek legal remedy against the employee.

CONCLUSION

- 8 This policy is reviewed on **28 August 2020**.