

SOCIAL MEDIA POLICY FOR CONTRACTORS, SUB-CONTRACTORS & PARTNERS

1.0 Purpose

This policy has been developed in recognition of the growing popularity of and participation of individuals / companies / groups in online social media as well text messaging applications.

2.0 Audience

This policy applies to contractors, sub-contractors and third-party agencies and partners (and their respective employees) contractually employed by UEM Edgenta Berhad ("UEM Edgenta" or the "Company") and/or its subsidiaries. Strict compliance to this policy is mandatory.

3.0 Definition of Social Media

The term 'social media' broadly refers to any online media which allows for user participation, interaction, creation, sharing or publishing ideas, comments, opinions, photos and/or videos. Examples of commonly used media tools include but are not limited to Facebook, MySpace, YouTube, Vimeo, Twitter, Instagram, Snapchat, Pinterest, Vimeo, Flickr, LinkedIn, weblogs, forums and discussion boards and wikis.

The term text messaging applications broadly refers to platforms that allow users to participate, interact, create and share comments, opinions, photos and/or videos. Examples of commonly used text messaging tools include but are not limited to WhatsApp, Telegram, Blackberry Messenger and WeChat.

4.0 The Policy

Although many users may consider their personal comments, opinions, photos, videos posted on social media or discussions on social networking sites to be private, these communications are frequently available to a larger audience than the author may realise.

As a result, any online communications that directly or indirectly refers and/or showcase UEM Edgenta and/or its subsidiaries which includes its services, project sites, work place and/or other work-related dealings, has the potential to damage UEM Edgenta and/or its subsidiaries' reputation and interests.

When participating in social media in a personal capacity, UEM Edgenta and/or its subsidiaries' contractors, sub-contractors and third-party agencies and partners:

- must not disclose UEM Edgenta and/or its subsidiaries' confidential information, proprietary or sensitive information. Information is considered confidential when it is not readily available to the public. Majority of information used throughout UEM Edgenta and/or its subsidiaries with its contractors, sub-contractors and third-party agencies and partners (and their respective employees) are considered confidential.
- not communicate or showcase anything that might damage UEM Edgenta and/or its subsidiaries' reputation, brand image, commercial interests or the confidence of our customers.
- not post any material that would directly or indirectly defame, harass, discriminate against UEM Edgenta and/or its subsidiaries to the general public.
- contractors, sub-contractors and third-party agencies and partners (and their respective employees) contractually employed by UEM Edgenta and/or its subsidiaries are not authorised to speak on behalf and/or represent the Company and/or its subsidiaries.

5.0 Examples of Potential Breach

Examples of potential breaches of this policy include but are not limited to:

- posting information, comments, opinions, videos and photos that could damage UEM Edgenta and/or its subsidiaries' reputation.
- making derogatory comments about the Company and/or its subsidiaries and/or their employees.
- sharing routine operations, processes, jobs that could be leaked and/or shared with the general public.
- displaying UEM Edgenta and/or its subsidiaries' logo be it on oneself i.e. uniform, hats and /or near oneself i.e. vehicles, signage, premises be it office, place of work. This also applies to UEM Edgenta and/or its subsidiaries' clients' logo and premises.

6.0 Breach

Breach of this policy may result in serious consequences and would lead to disciplinary action, up to and including termination of contract.

7.0 Review

UEM Edgenta reserves the right to modify and/or review this policy at any time.

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