CINCARIA SDN BHD (167339-D)

Social Media Policy

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

Procedures:

The following principles apply to professional use of social media on behalf of Cincaria Sdn Bhd as well as personal use of social media when referencing Cincaria Sdn Bhd. This is to uphold our Company's Culture, Beliefs & Principles that promotes harmonious work environment and professionalism.

•Employees and trainees need to know and adhere to the Terms & Conditions, Rules & Regulations, Employee Handbook, and other company policies when using social media in reference to Cincaria Sdn Bhd.

•Employees should be aware of the effect their actions may have on their images, as well as the Company's image. The information that employees post or publish may be public information for a long time.

•Employees should be aware that Cincaria Sdn Bhd may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Cincaria Sdn Bhd, its employees or trainees, customers or suppliers.

•Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are imposing a negative image of the Company and its employees or trainees, defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment.

•Employees are not to publish, post or release any information that is considered confidential or not known to the public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or your Department Head.

•Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the Human Resources Department.

•If employees find encounter a situation while using social media that threatens to become hostile, employees should disengage from the dialogue in a polite manner and seek the advice of your Manager or Human Resources.

•Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

• Social media use shouldn't interfere with employee's responsibilities at Cincaria. Cincaria's computer systems are to be used for business purposes only. Internet surfing and emails should be strictly limited to work related issues and research purposes (work-related) only.

• Any instant messaging program or social networking site is not allowed unless special approval and requests have been made for work purposes.

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•If employees publish content that involves work or subjects associated with Cincaria, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent Cincaria's positions, strategies or opinions."

Compliance:

All employees and trainees are expected to strictly comply with this policy. Those who have doubts on the application and content of this policy are advised to contact their department manager or the HR Dept. Anyone found to be in violation of this policy will be severely dealt with under the disciplinary procedures of the company.

Reporting:

All employees and trainees if under any circumstances feel like they are being victimised or the Company's image is being tainted in any way should **immediately** report to the HR Dept. HR Dept will conduct further investigations. Necessary actions will be taken after the investigations and inquiries have been conducted. Should there be no basis for a case, it will be dismissed accordingly.

We reserve the right to amend this Social Media Policy from time to time without prior notice. This policy may be amended from time to time and would be in effect on the date as determined by Cincaria Sdn Bhd. Any amendment to this policy shall be published via hard copy or whichever medium Cincaria Sdn Bhd deems fit. Your continued employment or term of Cincaria Sdn Bhd shall be deemed to be your agreement to the said amendment of this Social Media Policy.

Thank you

CINCARIA SDN BHD
Marco Wong
Chief Executive Officer