

VIRTUAL MEETING POLICY

ProEight Sdn. Bhd. is a service and manufacturing company that operates across various states in Malaysia. The company is committed to meeting the needs of its clients by delivering high standards of development and value-added services.

In circumstances where face-to-face meetings are not feasible, ProEight is dedicated to supporting its employees in conducting effective virtual meetings. This policy outlines the guidelines for ensuring that all virtual meetings are conducted professionally, securely, and productively.

All ProEight personnel must observe the following best practices for virtual meetings:

- **Technology Check**
 - ✓ Ensure all relevant equipment (camera, microphone, Wi-Fi, screen sharing tools) is tested before the meeting.
 - ✓ The IT department shall assist with in-office meetings; individuals are responsible for remote access checks.
- **Meeting Preparation**
 - ✓ A meeting agenda must be prepared and distributed at least **2 days in advance**.
 - ✓ Participants are expected to **read the agenda** and come **well-prepared**.
- **Punctuality**
 - ✓ Join the meeting at least **10 minutes before** the scheduled start time.
- **Professionalism**
 - ✓ Dress appropriately according to the nature of the meeting.
 - ✓ Choose a quiet and distraction-free environment.
 - ✓ Use professional language and tone throughout the meeting.
 - ✓ Speak clearly, respectfully, and allow others to contribute without interruption.
- **Participation Etiquette**
 - ✓ Introduce all participants at the beginning of the meeting.
 - ✓ Allow and encourage everyone to participate.
 - ✓ Mute your microphone when not speaking to reduce background noise.
 - ✓ Avoid multitasking—stay focused and avoid checking emails or phones.
 - ✓ Disable notifications and place mobile devices on silent mode.
- **Information Security**
 - ✓ Do not share sensitive or confidential information without authorization.
 - ✓ Use only company-approved platforms for virtual meetings.
- **Meeting Closure**
 - ✓ Summarize key points and action items before ending.
 - ✓ Ensure the meeting ends on time.

This policy is mandatory for all ProEight employees. Failure to comply may result in **disciplinary action**, including but not limited to formal warnings, suspension from virtual meetings, or further HR review depending on the severity of the violation.



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