

SOCIAL MEDIA POLICY

As social media continues to shape how we communicate, it presents both opportunities and responsibilities. When used appropriately, social media can strengthen relationships and enhance the company's visibility. However, improper use may damage the company's reputation or violate confidentiality.

This policy sets clear guidelines for all employees when engaging on social media platforms such as WhatsApp, Facebook, Twitter (X), LinkedIn, Instagram, YouTube, WeChat, blogs, and other digital communication tools.

As a ProEight employee, you are expected to uphold the following five principles when using social media:

1. Protect Confidential Information

Never disclose confidential or proprietary information related to ProEight, its employees, clients, partners, or suppliers. This includes non-public data, business strategies, product designs, and financial information.

2. Show Respect at All Times

Always be respectful in your online interactions. Inappropriate, offensive, or discriminatory remarks—whether directed at individuals or groups—are unacceptable and may be subject to disciplinary action.

3. Think Before You Post

Use sound judgment when sharing content. Avoid spreading rumors, speculation, or unverified information about the company or related parties. Consider the potential impact of your words or actions on the company's image.

4. Remember That Nothing is Private Online

Even if your settings are private, your content may still be accessible or shared beyond your control. Always assume that what you post can be seen, stored, or used by others.

5. Be Proactive and Responsible

If you come across any social media activity that could harm ProEight's image or involves the misuse of company information, report it immediately to:

- The **Communications Team** at corporate@proeight.com.my
- Your **immediate supervisor**
- The **Human Resources Department**

This policy is intended to protect both the company and its employees. Failure to comply with this policy may result in disciplinary action, which may include:

- Formal warning
- Suspension
- Termination of employment
- Legal action, if applicable



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