

	Policy Title	Policy Number: FGV/GCC/1/MSP/15/001
	MEDIA & SPOKESPERSONS POLICY	Revision: 0.0
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1.0 PURPOSE

This document provides you the policies with regard to the dissemination of information through the media for FGV Group of Companies.

2.0 SCOPE

These policies are applicable throughout FGV Group of Companies.

3.0 DEFINITION

3.1 Material information - information that have value sensitive data that may impact Bursa Malaysia regulations on reporting

4.0 RESPONSIBILITY

The Head, Group Corporate Communications Division is responsible to ensure that these policies are enforced throughout the FGV Group of Companies.

5.0 POLICY

5.1 The conduct of media relations in FGV Group

All media relations activities shall be routed through GCCD:

5.1.1 All enquiries/requests from the media shall be referred immediately to the Head of GCCD

5.1.2 All interactions with the media shall be conducted through GCCD

5.1.3 All statements to the media shall be made in writing to avoid any misunderstanding or misinterpretation and issued through official documents or e-mails.

5.1.4 All statements shall be:

- a) Prepared by Media Management Unit
- b) Reviewed by respective Cluster Heads
- c) Final review by Head of GCCD, and
- d) Approved by the GP or his designate

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5.2 Official spokesperson(s)

- 5.2.1 The Chairman shall be the official spokesperson who focuses on matters relating to FELDA, FGV and its stakeholders.
- 5.2.2 The Group President shall be the official spokesperson and conveys the official position regarding the Group's business direction and activities as well as the Group's response to issues or situations that are of a particularly controversial or sensitive nature.
- 5.2.3 Depending on the specific circumstances, the Group President may designate another member of management to serve as a spokesperson for the Group.
- a) However, the authority to represent the Group shall apply only for a specific purpose, for a specific issue and shall lapse upon completion of the said task.
 - b) The information disclosed or opinion expressed shall be confined to operational matters or that as agreed with/approved by the Group President. In all such circumstances, the Head of GCCD or his representative shall be present.

5.3 Conduct of employees in media relations

- 5.3.1 All employees, subsidiaries, divisions, departments and units are not allowed to:
- a) Offer any information or issue any statement to the media.
 - b) Grant any interviews to the media, organise or participate in any media event or meet with the media under any circumstance.
 - c) Respond to any media enquiries.
 - d) Make comments officially or unofficially, in any form, unless with written permission from the Group President or his designate(s).
 - e) Any request for permission must be made through GCCD and be accompanied by the recommendation of the Head of GCCD.
- 5.3.2 Employees of all levels within the Group shall immediately notify GCCD when they are approached by the media for any information about the Group or when requests are made by the media about

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product information, events, research, personnel appointments or publications. Such notification can be particularly important if follow-up enquiries are to be made with other divisions within the Group to ensure a coordinated, consistent response.

- 5.3.3 Only with permission from The Chairman and/or Group President can members of senior management and CEOs of companies are allowed to participate or issue statements. However, the participation/statements shall be confined to operational issues and/or their area of responsibilities.

5.4 Social Media

- 5.4.1 All social media accounts shall not be constructed to include the word “FELDA”, company name or logo or any content/visual that can be construed to represent Federal Land Authority, FELDA, Felda Global Ventures, FGV or any other of its derivations from the original name.

- 5.4.2 Employees are not allowed to set up social media accounts on behalf of FGV Group or representing any companies, associations, groupings that exist in or are linked to the Group whether formally or informally.

- 5.4.3 Should such accounts exist prior to this Policy, employees are to deactivate the accounts immediately.

- 5.4.4 Employees are not allowed to display or upload content which may adversely affect the reputation of FGV Group or run counter to the business objectives of the Group. Therefore, employees may not disclose information or activities which are confidential, nor share proprietary information.

5.5 Conduct or practices not contained in this policy

- 5.5.1 In the event that there are queries or doubts with regard to the conduct or practice of media relations that are not expressly stated in this Group Media Policy, employees are to refer to the Head of GCCD for advice.

- 5.5.2 All written communications with material information shall be reviewed by Cluster Heads and Legal Department for their counsel and comments.