



**IOI GROUP**

## **MEDIA DISCLOSURE POLICY**

### **INTRODUCTION**

It is the policy of IOI Corporation Berhad (“IOI” or “the Group”) to ensure that communications to the public regarding the Group are timely, factual, accurate and complete.

The objectives of this policy are to:

- Fulfil the disclosure obligations of a listed company
- Ensure a positive brand image and reputation of IOI
- Establish a clear and consistent process of disclosure throughout the Group

IOI’s Media Disclosure Policy outlines the central principles and practices followed by IOI in communicating with the media. It will be reviewed and updated as and when required.

### **SCOPE**

The Media Disclosure Policy applies to all directors, those authorised to speak on IOI’s behalf and all employees of IOI.

It covers guidelines on the provision of information to the media that includes, but is not limited to, interviews, press releases, announcements, telephone calls to and with the media, Company events and press conferences.

### **AUTHORISED SPOKESPERSONS**

1. The Group Independent Non-Executive Chairman (“GINEC”) and Group Managing Director and Chief Executive (“GMD”) are the official spokespersons for the Group. They are authorised to speak on the Group’s vision and strategies, business direction and performance, key financial figures, information pertaining to the Board of Directors and make comments on current topics such as palm oil prices, response to government measures or budget announcement.
2. The Chief Financial Officer (“CFO”) and the Head of Investor Relations are designated as the main spokesperson on information regarding IOI’s financial and business affairs. They are also authorised to answer queries on the Group’s financial results, corporate transactions, new corporate exercises, corporate governance and other communication meeting the requirements of Bursa Malaysia.
3. Heads of Divisions and Heads of Business Units such as the Executive Director (“ED”), Chief Executive Officer (“CEO”), Chief Operating Officer (“COO”) and designated senior Department Heads are authorised to communicate information on matters relating to their operating divisions or units, including product developments, business unit’s performance, general or historical information regarding sales, and promotional matters.



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4. The Group Corporate Communications department (HQ) is authorised to disclose information that is endorsed by relevant spokespersons/authorities within the Group to the media, attend to the media enquiries, hold interviews with key personnel and issue press statements on behalf of the Group.
5. The GINEC and GMD may also, from time to time, designate others within the Company to speak on behalf of the Group, respond to specific inquiries or represent the Company in award presentations and functions.
6. Authorised spokespersons are not allowed to provide any price sensitive information that has not already been announced nor make any comments that may have a material effect on the price or value of the Company's shares.
7. Employees are to refer to the Crisis Communication Plan for authorised spokespersons in the event of crisis.

Employees who are not authorised spokespersons must not respond, under any circumstances, to inquiries from the media.

### **CONTENTS AND DISSEMINATION OF COMMUNICATION MATERIALS**

The Group Corporate Communications department is responsible for liaison with the media, pre-approving and disseminating media statements and press releases to the appropriate media.

#### Guidelines of Contents:

- i) Contents should be accurate and complete, with sufficient information to enable the media to understand the substance and importance of disclosed facts.
- ii) Exaggerated reports, judgemental remarks, presumptions and negative/opinionated comments bearing no relevance to the Company should be avoided.
- iii) Contact details of a relevant contact person shall be included (name, designation, telephone number and email address).
- iv) The corporate identity of IOI should be observed.
- v) If required, the communication material shall include a notice advising readers that the information posted was accurate at the time of posting, but may be superseded by subsequent news releases.

At the same time, the news release shall be promptly posted on the Company's website after release over the news wire. All information posted to the website shall show the date such information was posted.

If in doubt regarding the validity or accuracy of any communication material, please contact the Group Corporate Communications department before disclosing the information to the media.



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### **RUMOURS**

It is IOI's policy not to comment, affirmatively or negatively, on rumours or speculation unless required by applicable regulatory authorities. The standard response shall be "It is our policy not to comment on market rumours or speculation."

### **OTHER RELEVANT POLICIES**

This Media Disclosure Policy should be read and practised in conjunction with IOI's Code of Business Conduct & Ethics (especially rules regarding inside information and disclosure of confidential information), Social Media Policy, Media Communications Guidelines and Crisis Communication Plan. All employees are reminded that they are required to keep material information confidential.

### **VIOLATION OF POLICY**

Any employee who violates this media disclosure policy may face disciplinary action.