



**IOI GROUP**

## **MEDIA DISCLOSURE POLICY**

### **INTRODUCTION**

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

The goal of this policy is to:

- Fulfill the communication obligations of a listed company
- Manage the reputation of IOI
- Support the business operations and strategies of IOI through communication activities
- Establish a clear and consistent process of disclosure throughout the Company

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 Executive Chairman (“GEC”) and Chief Executive Officer (“CEO”) are the official spokespersons for IOI 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”) of IOI Group is designated as the main spokesperson on information regarding IOI Group’s financial and business affairs. He is also authorised to answer queries on IOI 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 business units such as the Chief Executive Officer (“CEO”), Chief Operating Officer (“COO”), Directors 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 (but not sales trends), 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 Company to the media, liaise with the media on media requests (such as to visit plantation estates, hold interviews with key persons within the Company), issue press releases on behalf of the Company.

5. The GEC and CEO may also, from time to time, designate others within the Company to speak on behalf of the Company, respond to specific inquiries or represent the Company in award presentations and functions.

6. Authorised spokespersons must not 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.

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 Group 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 immediately 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 POLICY**

This media disclosure policy should be read and practised in conjunction with IOI's Code of Business Conduct & Ethics (rules regarding inside information and disclosure of confidential information) and the Media Communications Guidelines. 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.