



KRETAM HOLDINGS BERHAD GROUP

CONFIDENTIALITY

Our clients and other parties with whom we do business entrust the Company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee is not sure whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

Confidential information and documents are circulated only to the intended recipient or recipients via letters or e-mail and the recipient or recipients have the obligation not to share or disclose to any other parties. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. Confidential files and documents must be kept in a safe and kept locked when not in use.

Any request from external parties requires approval from the Directors. All inquiries from the media must be referred to the Directors.



Datuk Freddy Lim Nyuk Sang
(Chief Executive Officer)

3 January 2017