

WESTSTAR SOCIAL MEDIA POLICY FAQs



A. INTRODUCTION

These FAQs aim to assist staff in understanding and applying Weststar Aviation Services (WAS) Corporate Disclosure Policy with its principles and guidelines. The Company staff members are in the frontline of WAS's fight against misconduct and corruption. As such, staff's behaviour at WAS and outside of the workplace should be in compliance with the Policy. While not meant to be all-encompassing, these FAQs provide pragmatic information to help staff fulfil their duties and responsibilities.

C. BACKGROUND

This policy is intended to guide employees of WAS to make appropriate decisions about the use of social media such as Twitter, Facebook, Google+, Instagram and LinkedIn. Other social media includes but is not exclusive to blogs, video, picture blogging and audio.

This policy outlines the standards WAS requires its employees to observe when using social media, the circumstances in which WAS will monitor the use of social media and the action that will be taken in respect of breaches of this Policy. The principles of this Policy apply to use of social media regardless of the method used to access it.

D. FREQUENTLY ASKED QUESTIONS

1. What is Social Media?

Ans Social networking and social media sites are online, public communication sites for users to interact, engage, and share interests and activities. Commonly used social networking sites include Facebook, Flickr, MySpace, wikis, Twitter, LinkedIn, personal blogs and YouTube.

However, the world of social media is changing rapidly. This policy covers all social networking and is not limited to sites in existence today.

2. What other documents are relevant to WAS's Social Media Policy?

Ans The Policy is to be read with the Integrity Policy and Whistleblowing Policy. These documents encourage positive corporate ethics and allow all employees to report any misconduct that breaches the terms of these policies.

3. Can I use social media at the work place?

Ans Personal use of social media in the workplace is permitted, subject to certain conditions. It must not be abused or overused and the company reserves the right to withdraw permission at any time.

4. What are the disclosure controls and procedures?

Ans Whenever you are permitted to use social media in accordance with this Policy, you must adhere to the following general rules as specified and incorporated as the Do's & Don'ts under the Policy.

5. How do I report allegations of social media violations?

Ans Report concerns or evidence of fraud or misconduct related to any WAS-related activities or its staff to Compliance Officer by e-mail, in person, or by telephone.

Disclosure can be made to ANY of the following reporting channels, in a strictly confidential manner:

- Email; to whistleblowing@weststar-aviation.aero;
- In person; to the Compliance Officer
- E-report; using the prescribed Whistleblowing Form available through the company websites; and
- Telephone; +603 4102 2222.

B. SCOPE

The FAQs policy applies to all WAS employees and all entities associated with the Company and its activities. In other words, it applies to all WAS-related activities, and to staff, borrowers, beneficiaries, bidders, suppliers, consultants, and contractors.

"WAS-related activity" includes finance, administration or support services, or any activity that materially affects or may affect or otherwise be relevant to the Company.

You will be assigned with a reference number and the Compliance Officer shall in communication with you.

6. Who is the Compliance Officer?

Ans As at October 2017, the Compliance Officer is **General Counsel & Company Secretary Director**

If you wish to seek advice or clarification regarding the Social Media Policy, please e-mail your inquiry or concern to:
governance@weststar-aviation.aero