



SHWETAUNG

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Privacy and Confidentiality Policy

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Introduction

Employees are required to respect and safeguard confidential information about the Group. Confidential information is information that is not publicly available.

Purpose

This policy is intended to regulate to what extent employees can handle and disclose information about the Group and its businesses.

Key Policy Areas

- a. Employees shall not divulge to any person or otherwise make use of any confidential information concerning the business, finance or operations of the Company or any such confidential information concerning any of its investors, contractors, suppliers and customers.
- b. The business affairs and the financial information of the Company, its affiliates and subsidiaries, shall not be discussed with any individuals outside of our organization, particularly, not with any direct competitors.
- c. In the event that an employee is approached to disclose any such information, the employee must immediately inform his/her superior.
- d. We always make sure that we enter into a Non-Disclosure Agreement before starting collaborations with any party in order to protect our confidential information.
- e. We comply with all laws, rules, regulations, and terms and conditions of respective agreements in regard to protecting information of business dealings or engagements with other parties.
- f. Employees should respect proper channels of communication for information, including confidential information, and should check with their supervisors if they are not sure.

In case of doubt, employees can seek guidance with the Code of Conduct Compliance Committee.

Compliance with the policy

Our commitments are fully supported by our Board of Directors, with a detailed management system stating ongoing objectives and targets which provides the framework of delivery of this Policy. We expect our business partners, suppliers, contractors and stakeholders to respect the same principles.