

**AM/NS
INDIA**

MEDIA POLICY

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DOCUMENT CONTROL

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1. OBJECTIVE

To ensure all communication with the media is consistent, well informed, accurate, timely and appropriate and also ensure that the company is positively and accurately represented in the media. To make sure that the information is coherent and in line with company policies and the information to be released is co-ordinated centrally through company authorized channels so as to ensure proper and effective dissemination both externally and within the company.

2. PURPOSE

The purpose of this policy is to set a standard uniform policy designed to accurately and consistently disseminate information about AM/NS India, AM/NS Middle East and PT AM/NS Indonesia in the media and the public at large.

This policy is aims to ensure that only authorized spokespersons interact with media so as to limit the possibility of miscommunication. This is to ensure that all comments/statements to the media are made only through authorized channels to ensure consistency in messaging. Corporate Communications Department (CCD) will coordinate all media interactions. In case if this is not possible, the concerned authorised spokesperson will interact with the media and restricts the interaction only to the messages agreed with the CCD to ensure consistency of messaging.

3. THE SCOPE AND APPLICABILITY OF THIS POLICY

All managerial, non-managerial employees, contract workmen, consultants, advisors and trainees of AM/NS India, AM/NS Middle East FZE and PT AM/NS Indonesia are bound by this Policy & any breach will be viewed seriously. All external communications, including press releases, corporate presentations, management profiles, corporate backgrounder and fact sheets social media posts are treated as formal communications and form part of this policy.

Media Interaction Practices/Procedures

AM/NS India Corporate Communications Department (CCD) will be the nodal department for handling, interacting and providing information to the media. All media interaction should be coordinated through/ or with the assistance of corporate communication.

- Direct all media queries to the Corporate Communications team.
- All designated spokespersons should restrict their media interaction to their area of expertise. Do not speculate. If you don't have personal knowledge about a subject, direct them to CCD or help the reporter reach a source that does. Providing reliable information enhances the credibility with the media.
- All the designated media spokespersons are required to undergo media training. CCD will facilitate personal training for these is spokespersons for handling routine media queries, crisis management and in enhancing their media handling skills.

- CCD will help businesses draft responses to media queries in line with the overall company's communication strategies. Similarly, all responses drafted by businesses need to be verified by CCD for consistency keeping in mind overall communication strategies.
- Reporters may approach employees to contribute articles/ opinions/ quotes/ reaction – as domain experts, professionals, individuals etc. at various levels. All such interactions need to be approved by CCD.
- All international media queries should be directed to the corporate communications team at Mumbai.
- The media policy should form part of the induction of any employee into the organization.

Sensitive information, including confidential documents, ongoing transactions and information not cleared for public disclosure should not be leaked to the media. If such leaks do occur, a thorough investigation will be carried out to establish those responsible. Stringent action will be taken against violators, which may result in disciplinary action or termination of employment.

The following guidelines will help you with media interactions across different media platforms:

Media Releases

Media releases are formal statements by the company detailing the announcement and serves as a reference for background for journalist doing related stories in future. They should, therefore, be issued with a lot of caution and accurate facts.

- The release should have a specific purpose with clear messaging.
- Be aware that it is a formal communication and remains binding on the company.
- Release should be vetted by legal department wherever required and approved by appropriate business groups and CCD.
- Only CCD is authorized to issue press releases.
- All press releases should follow a standard format with proper branding and stationery.
- All joint releases should have approval of both parties involved.
- In case a third party issues a press release based on our business interaction with them, the press release should have due clearance for content from the CCD.
- Ensure consistency of messages while drafting a release.

ONLY AUTHORISED EMPLOYEES CAN SPEAK TO THE MEDIA

No AM/NS India, AM/NS Middle East and PT AM/NS Indonesia employee is authorized to speak to the media on behalf of the company other than officially designated employees. Refrain from discussing company's matters, developments or policies with anyone outside the company.

Any employee not authorized to speak to the media, when contacted, should immediately direct all media requests and queries to the Corporate Communications Department without comment.

Please contact the appropriate CCD member for media queries. (See Annexure I)
Notification of media inquiries must include the following information:

- Time and date of the inquiry
- Name of the person making the inquiry, if available, and the media agency represented
- The nature of the inquiry or the reason for the requested information

The Corporate Communications Department will clarify the request and identify the appropriate spokesperson, when required. CCD is responsible for co-ordinating all media relations activities for AM/NS India, AM/NS Middle East and PT AM/NS Indonesia and to act as the official news source and principal contact for all communication between AM/NS India, AM/NS Middle East and PT AM/NS Indonesia and media representatives. The Corporate Communications team will ensure that media inquiries are managed effectively with timely and accurate responses.

Unauthorized communication with media entities may result in disciplinary action.

Annexure I

Spokesperson of AM/NS India

Sr. No	Name	Designation	Function
1.	Dilip Oommen	CEO	AM/NS India
2.	Shingo Nakamura Alternate: Anil Matoo	Deputy Director Head - HR operations, IR & Administration	HR & Administration
3.	Alain Legrix De La Salle Alternate: Ranjan Dhar	Director and Vice President Chief Marketing Officer	Sales & Marketing
4.	Wim Van Gerven	Director and Vice President	Operations
5.	Takahiro Nagayoshi Alternate: Amit Harlalka	Director and Vice President Deputy Director	Finance
6.	Hiroyuki Nitta	Director and Vice President	Technology
7.	Bibek Chattopadhyay	Chief Communications Officer	Corporate Communications

***All Plant Heads may interact with media on case to case basis, with prior approval from Corporate Communications Department.**