

CHAPTER 9: COMPANY'S ASSET

9.1. USE OF COMPANY'S ASSET

- 9.1.1. All Employees are responsible for the proper use of Company physical resources and property, as well as its proprietary and other confidential information. All Employees are also responsible for the protection of the Company's assets, both tangible (such as material, buildings, people, property, information, revenues) and intangible (such as communications networks, information systems, intellectual property).
- 9.1.2. All Employees must act reasonably and take appropriate measures to prevent losses arising from wilful action by others, both outside and within the Company, which may result in personal injury, property damage, theft, loss, abuse or unauthorized access to physical or logical assets, and intellectual property (including data). All reports shall be made via online Safer Card inside GAMS System.
- 9.1.3. Special case must be observed in handling tools and equipment. Be alert in handling sharp, hot, electrical, heavy equipment so as not to cause injuries to yourself or others and employees will be asked to pay for damages and or loss of property that occur due to their negligence.
- 9.1.4. The tangible and intangible property of the Company and third parties must be protected from loss, damage, theft, vandalism, sabotage or unauthorized use, copying, disclosure or disposal. Property must be used exclusively for legitimate business purposes, subject to limited exceptions involving telephones, computers, e-mail accounts and the Internet. Limited personal use of such Company property may be permissible provided that use is reasonable, is not for the purpose of carrying on non-Company business and does not impede or reduce an Employee's ability to perform his/her duties, diminish productivity or effectiveness at work or negatively impact the Company in any way. There are a number of divisional and sectorial policies on personal phone calls which are in place.
- 9.1.5. The Company's policy on property applies to the Company's property located anywhere including:
 - Tangible property i.e. offices and equipment, computers, desks, telephone equipment (both wire line and cellular/wireless), tools, aircraft, vehicles, etc. and
 - a. Intangible property i.e. patents, copyrights, trade-marks, domain names, industrial designs, trade secrets, confidential information, personality

rights, rights that protect works like know-how, business methods and processes, computer software, computer operating systems, written materials (including paper or electronic form), inventions, patents, graphics, photographs, audio visual works ("Intellectual Property") and communications networks and information systems. For more on inventions refer to the section titled "Intellectual Property" below.

- 9.1.6. Unauthorised possession or removal of Company property, funds or records is strictly prohibited. For example, unauthorised possession or removal of the following Company property is prohibited:
 - a. Computer equipment and/or software.
 - b. Aircraft spares, POLs and consumables.

- 9.1.7. In order to safeguard its assets, the Company has also implemented a number of security measures, guidelines and procedures including access control. For example, violation of security guidelines/procedures include but are not limited to the following:
 - a. Entering or assisting others to enter restricted or closed areas without proper authorisation.
 - b. Ensuring all secure entrances and exits are properly closed and locked.

- 9.1.8. Upon termination of employment or contract, or reassignment, Employees must return all tangible and intangible property of the Company which shall be verified upon by Human Resource Department before leaving the Company.

9.2. INTELLECTUAL PROPERTY

- 9.2.1. Intellectual property is a valuable asset of the Company. Protecting the Company's innovation and the Company's brands enhances the Company's competitive advantages.

- 9.2.2. All inventions, works and other intellectual property rights, conceived in the course of employment with the Company on Company premises or with the use of Company equipment, data or property or which are within the scope of the Company's business interests, are the exclusive property of the Company and all rights therein.

- 9.2.3. Employees are prohibited, during their employment and thereafter, from divulging the Company's proprietary or confidential information and intellectual property such as trade secrets, inventions and strategic plans

without ensuring that the proper protection and safeguards and legal documentation are in place.

9.2.4. Employees are prohibited from seeking or applying for a patent or asserting other types of protection of intellectual property, in relation to an invention, work or other intellectual property developed by them or conceived during or after working hours in the course of their function with the Company, or which is within the purview of the Company's business interests. Likewise, Employees shall not make use of such property for their personal benefit.

9.2.5. Employees must disclose to their supervisor on any intellectual property developed or conceived by them during or after working hours in the course of their employment with the Company, or which is within the purview of the Company's business or proposed lines of business.

9.3 COPYRIGHT & OWNERSHIP

All materials in the following forms; helicopter's manuals, book, software, art-works, design, systems, etc, whereas the list is non-exhaustive produced during the course of work either derived from the nature of job assignments or special company assignment will remain as the company rights and owned, and employee has to surrender all materials upon leaving the organization.

9.4 CONTRACTS

Contracts and agreements represent some of the greatest exposures faced by the Company. They also represent a great opportunity for the Company to minimize related risks. If the Employees are in a position to develop or sign contracts, the Employee must take necessary steps to protect the interests of the Company by ensuring that contracts are reviewed by the appropriate departments and staffs taking into consideration the legality aspects.

9.5 FRAUDULENT OR DISHONESTY

9.5.1. Fraudulent or dishonest actions by employees with respect to the Company's assets are strictly prohibited. Such actions include, but are not limited to:

- a. Abuse of travel privileges by an employee. (major)
- b. Recording other employee's timecard/arrival/check out time to/out of office. (major)
- c. Falsification of time records. (major)
- d. Falsification of expenses claims. (major)
- e. Failure to give accurate information required for personnel and/or security reasons. (minor)

- f. Fictitious vendor invoices and/or receipts. (major)
- g. Fictitious payroll transactions. (major)
- h. Fictitious declaring Medical Certifications (MCs). (major)
- i. False statements for Emergency Leaves (EL). (major)
- j. Making false statements about the Company, other employees, supervisors, oneself, or etc. (major)
- k. Authorising or receiving payments for goods not received or services not performed. (major)
- l. Misappropriation of funds, securities, supplies, or any other asset. (major)
- m. Making or altering documents or computer files with the intent to defraud the Company or its customers. (major)
- n. Improper handling or reporting of money transactions. (major)
- o. Improper use or falsification of Company letterhead for non-business-related purposes. (major)