



LEI SHING HONG LIMITED
CORPORATE WEBSITE POLICY

Version	Prepared by	Reviewed by	Approved by	Effective Date
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Background

The purpose of this policy is to ensure the proper use of LSH corporate website (www.lsh.com). Contents of information posted are legal, accurate and up-to-date. The policy also clarifies the accountability and responsibility of teams in order to achieve the policy purpose.

Policy Statement

LSH corporate website provides accurate and up-to-date information to the public, customers, stakeholders, employees, business partners, and any people who are interested in LSH's business. All information posted on the website must be true and serve only business purpose. The website setup and the contents posted must comply with the local statutory legislations and relevant ordinances as required by the local government.

Objective

To maintain the corporate image and standards with provision of authorized, updated, and accurate information on the LSH corporate website.

Procedure

1. All information posted on LSH corporate website and any change in the design or format of the website must be approved by the Group Managing Director or Head of HR before forwarding to Corporate IT for posting.
2. Divisions/departments are responsible for reviewing and verifying regularly the information posted to the LSH corporate website to reflect any changes on timely basis.
3. Divisions/departments are to prepare, provide and audit the information before and after posting to the website. They should immediately inform Corporate IT if any posted information is found incorrect.
4. Divisions/departments should coordinate with external providers and vendors if services are required for preparing information for website posting.
5. Divisions/departments are to inform the appropriate parties to take notice of the information after it has been posted to the LSH corporate website.
6. Corporate IT is responsible for posting and modifying the website contents as per approved information of divisions/departments by their heads and Group Managing Director or Head of HR.
7. If external service is required by division/department in changing the LSH corporate website design or format, Corporate IT will provide technical expertise to division/department in negotiating with the service providers. All changes must be consulted with the Head of Corporate IT and approved by the Group Managing Director before implementation.