

Our Ref : MMHE/SCM/GM/LETTER/2023/036
Date : 16 August 2023

To ALL VENDORS/SUBCONTRACTORS,

Dear Sir / Madam,

SUBJECT : REAFFIRMING CONFIDENTIALITY RESPONSIBILITIES

Earlier this year, MHB emphasized the importance of safeguarding sensitive information related to our operations, encompassing events or incidents occurring within the yard or any other location within MHB's premises. This encompasses various events or incidents occurring within the premises, whether in the yard or any other location under MHB's purview.

Unfortunately, recent observations indicate that there have been postings on social media causing concerns within our management. While MHB acknowledges that sharing such moments might stem from enthusiasm or pride, it remains an unwavering necessity that we consistently uphold our commitment to confidentiality, as clearly outlined in our prior communication (MMHE/SCM/GM/LETTER/2023/001).

MHB wishes to emphasize the gravity of adhering to these obligations. Non-compliance not only jeopardizes our relationships but also undermines the trust and integrity we have diligently cultivated over time. It is imperative for all parties associated with MHB to steadfastly adhere to the confidentiality guidelines.

MHB urges all vendors, subcontractors, consultants, agents, representatives, and other third parties to:

1. **Refrain from Disclosing Confidential Information:** This directive pertains to incidents or events occurring within our premises and extends across all communication mediums, including social media, instant messaging applications, and websites.
2. **Seek Appropriate Authorization:** Prior to sharing any potentially confidential information, we request that you obtain written permission from MHB Vendor Management.
3. **Exercise Diligence and Restraint:** Uphold the confidentiality of information that might cast a negative light on our company or the assets of our clients.

MHB sincerely believes that by conscientiously adhering to these obligations, we can continue fostering a robust and mutually beneficial relationship.

We eagerly anticipate your ongoing support and unwavering compliance.

Thank you.
Yours faithfully,

MALAYSIA MARINE AND HEAVY ENGINEERING SDN. BHD.

General Manager
Supply Chain Management

MALAYSIA MARINE AND HEAVY ENGINEERING SDN BHD
MMHE West Yard

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