

Media Relations Policy

Press enquiries publicity and use of company materials

1.0 Identity purpose and scope

1.1 Sun Tech Precision is a partnership firm with GSTIN 29ADKFS1829A1Z3, located at #685, 5 & 6, Tigalarapalya Main Road, Near New Indian National High School, Peenya 2nd Stage, Bengaluru, Karnataka - 560058, India. Our website is <https://suntechprecision.com>. This policy is effective from 09 October 2026 and governs media enquiries, interviews, press releases, photography, filming, site visits, company statements, social media references and authorized use of our name or materials.

1.2 It applies to employees, partners, contractors and suppliers acting for or seeking permission from STP, and to the terms on which STP grants media access or a license to use its materials. It does not restrict lawful independent reporting, statutory disclosure, protected whistleblowing or rights that cannot lawfully be excluded.

2.0 Authorized media contact

2.1 The Managing Partner is the designated contact for media enquiries and official statements. Enquiries shall be emailed to sales@suntechprecision.com with the subject "Media Enquiry". Requests should state the publication or organization, journalist or requester identity, subject, questions, intended use and response deadline. Personal information supplied with an enquiry is handled under our Privacy Policy.

2.2 Only the Managing Partner or a person specifically authorized in writing may speak on behalf of STP. Authorization shall identify the topic and scope. Employees and suppliers shall refer requests for official comment to the designated contact and shall not represent a personal opinion as STP's position.

3.0 Handling enquiries and interviews

3.1 STP will assess requests according to relevance, accuracy, confidentiality, customer obligations and operational availability. Receipt of a request does not guarantee an interview or response by the requested deadline. STP may request written questions, clarify facts, offer a written statement or decline comment where disclosure would be inappropriate or unlawful.

3.2 Interview arrangements shall identify participants, recording arrangements, topics and any agreed attribution or embargo. Terms such as background or off-the-record apply only where expressly agreed by the participants; neither party shall assume them. Factual clarification may be requested, but this policy does not claim a right to control an independent publisher's editorial judgment.

4.0 Accuracy and quality certification claims

4.1 Public statements shall be supported by verifiable information and distinguish current capability, completed work, approved plans and future aspirations. Claims regarding capacity, machine accuracy, delivery performance, experience, certifications or customer approvals shall be reviewed before release. Illustrative images shall not be presented as actual STP facilities, products or customer projects when they are not.

4.2 References to AS9100D certification shall accurately reflect the current certificate, site, scope and validity. Management-system certification shall not be described as approval of every product or endorsement by a regulator, certification body or aerospace customer. References to ISO 9001:2026,

Nadcap, NABL or other credentials shall not imply certification or accreditation that STP does not hold; supplier or laboratory credentials shall be attributed to the correct entity.

5.0 Customer supplier and programme confidentiality

5.1 Customer names, logos, contracts, volumes, pricing, drawings, part numbers, programme details, inspection reports, defence applications and project results shall not be disclosed without the applicable owner's written authorization and STP's clearance. The fact that an industry relationship appears publicly elsewhere does not automatically authorize STP to disclose additional confidential detail.

5.2 A case study, testimonial, photograph of customer-owned product or co-branded release requires approval of the content and the intended use from the relevant rights holders. Information subject to an NDA, export control, government security requirement or customer restriction shall receive the necessary review before release. An ordinary publicity approval does not override those restrictions.

6.0 Photography filming and site access

6.1 All planned photography, filming, interviews or media visits inside STP premises require prior written permission. Approval shall specify the permitted areas, date, equipment, escort, safety requirements and intended use. Visitors shall comply with site induction, PPE, machine-safety instructions and directions to stop activity that threatens safety or confidentiality.

6.2 Recording of drawings, screens, CNC programs, travelers, production boards, badges, access systems, customer markings or restricted work is prohibited unless expressly cleared. Permission to enter the premises is not permission to record or publish. Drone use requires STP permission and all applicable aviation, local and site permissions; no approval is implied by this policy.

6.3 Employees and other identifiable individuals shall not be featured in promotional material without an appropriate lawful basis and permission where required. Images shall avoid unnecessary personal information and sensitive background detail. STP may impose reasonable conditions on company-authorized material to protect safety, confidentiality and contractual obligations.

7.0 Company name logo and materials

7.1 The name SUN TECH PRECISION, its logo and company-created photographs, graphics, videos and written content may be used only under an applicable written permission or a use permitted by law. A permission shall define the asset, purpose, medium, audience, duration and any required credit. It does not transfer ownership or authorize sublicensing, alteration or broader commercial use unless expressly stated.

7.2 Materials shall not be modified to misrepresent the business, imply an endorsement, create a false certification claim or associate STP with unrelated products or political activity. Use of a logo in a customer or supplier reference, advertisement, website or exhibition requires prior approval. Legitimate nominative references, criticism and legally permitted quotation remain subject to applicable law rather than a blanket prohibition.

8.0 Social media and employee participation

8.1 Official accounts shall be operated only by authorized personnel using controlled access and approved content. Posts shall be checked for accuracy, customer clearance, personal-data exposure and intellectual-property rights before publication. Account credentials shall be protected and access removed promptly when duties change.

8.2 Individuals may express personal opinions lawfully, but shall not disclose confidential information, impersonate an authorized spokesperson or suggest endorsement without authority. Good-faith reports to regulators, lawful labour activity and protected disclosures shall not be suppressed by this policy. Threats, harassment, discriminatory content and knowingly false representations made on behalf of STP are prohibited.

9.0 Incidents disputes and emergency communications

9.1 During a safety, product-quality, cyber, environmental or other serious incident, external statements shall be coordinated through the Managing Partner and responsible operational personnel. Communications shall distinguish established facts from matters under investigation, avoid speculation and protect affected individuals and confidential evidence.

9.2 Regulatory reporting, emergency assistance, customer safety notification and legally required data-breach communication shall not be delayed while awaiting routine media approval. Media statements shall complement those duties. Employees shall preserve relevant records and escalate enquiries promptly rather than issue unverified explanations.

10.0 Corrections complaints and misuse

10.1 Requests for correction of STP-issued content shall be sent to sales@suntechprecision.com, identifying the content, publication date and supporting facts. STP shall review credible concerns, correct material inaccuracies in its own publications and, where appropriate, notify recipients of the correction. A dispute about opinion shall not automatically be treated as a factual error.

10.2 Suspected unauthorized use of STP materials, false representation or disclosure of protected information may be reported to the same contact. STP may request correction, removal or cessation, withdraw a permission in accordance with its terms and pursue proportionate legal remedies. Evidence shall be preserved without unlawful access to another person's systems.

11.0 Permissions commercial arrangements and records

11.1 Paid promotion, sponsorship, influencer engagement and advertising shall be documented and shall include appropriate disclosure of the commercial relationship. Media access or free materials shall not be conditioned on unlawful consideration or misleading endorsement. Commercial arrangements require separate authorization and do not arise from an informal conversation.

11.2 STP shall retain relevant permissions, licenses, release approvals and correspondence for the duration of the authorized use and a justified period thereafter for rights management or legal requirements. Personal data within those records shall be minimized and protected. A withdrawn consent or expired permission shall be addressed according to the applicable legal and contractual position, including removal from channels controlled by STP where required.

12.0 Governing law jurisdiction and contact

12.1 This policy is governed by Indian law, including applicable intellectual-property, confidentiality, privacy, advertising and information-technology requirements. Courts of competent jurisdiction at Bengaluru, Karnataka, India shall have jurisdiction over disputes lawfully subject to that choice, without excluding mandatory statutory forums or protected rights.

12.2 Requests shall be addressed to the Managing Partner, Sun Tech Precision, at sales@suntechprecision.com, or by post to #685, 5 & 6, Tigalarapalya Main Road, Near New Indian National High School, Peenya 2nd Stage, Bengaluru, Karnataka - 560058, India. STP may revise this policy prospectively by publishing an updated effective date. Existing written licenses and agreed permissions remain governed by their terms unless lawfully amended or terminated.