



Employee Handbook	CORPORATE SOSIAL RESPONSIBILITY (CSR) POLICY	Issue 2	Revision 0
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1. POLICY ON CORPORATE SOSIAL RESPONSIBILITY (CSR)

1.1 PREFACE

- 1.1.1 Cofreth want to be responsible business that meets the highest standards of ethics and professionalism.

1.2 PURPOSE

- 1.2.1 To state the policy on Company's responsibility economically, socially and towards our environment.
- 1.2.2 To established a procedure to deal with areas related to this policy.

1.3 POLICY

- 1.3.1 Cofreth (M) Sdn Bhd is committed to operates in an economically, socially and environmentally responsible manner while recognizing the interests of its stakeholders.
- 1.3.1 Our policy outlines our efforts to give back to the world just as it gives to us.
- 1.3.2 This policy applies to our company and its subsidiaries and may also refer to suppliers and partners.
- 1.3.3 The CSR policy falls under two categories
- Compliance - our commitment to legality and willingness to observe community values
 - Proactiveness - every initiative to promote human rights, help communities and protect our natural environment

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1.4 PROCEDURE

1.4.1 Legal Responsibilities

The Company is in compliance with the rules and regulations of the government by paying taxes, GST/SST and other governmental revenue as stipulated by law. Our businesses are also complied with requirements of other governmental agencies.

1.4.2 Economic Responsibilities

The Company is committed to maintain the highest standards of integrity and corporate governance practices in order to maintain excellence in its daily operations, and promote confidence in its governance systems. We will conduct our businesses in an open, honest, ethical and accountable manner by ensuring comprehensive compliance and financial reporting, implementing a comprehensive risk management framework, implementing ethical investing and fundraising practices.

The Company also implementing sustainable procurement practices, ensuring a code of conduct and conflict of interest policy in place, reducing reliance on government funding and holding employees accountable for adhering to ethical business practices as they carry out their responsibilities.

1.4.3 Social and Cultural Responsibilities

The Company will treat employees, suppliers, shareholders, clients and partners equitably, respecting cultural and diversity differences, and maintaining the company's commitment to excellence in providing facilities management and energy services as well as charitable activities to reduce the societal burden. It helps the company to maintain good relationship and positive public image.

i. Service to Society

The company will participate in building community through consultation and collaboration with government; participating in problem-solving approaches with governments, participating in providing free talks or seminars to local universities, etc. The company will also continue to support charitable giving and involvement in community causes; encouraging employees to take responsibility for charitable giving and community outreach.

ii. Partnership with local institution and universities

The Company will continue to support towards its responsibility in education. We continue to collaborate with local technical institutions or vocational schools and universities to provide placement for their students to perform their practical training or provide periodical attachment for student to perform their on-the-job study.

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iii. **Equitable treatment of employees and partners**

The company is implementing an equitable and transparent hiring, promotion and remuneration policies, setting the expectation of individual personal responsibility for effective communications, leadership and teamwork. We ensure compliance with human rights legislation and setting the expectation for individual personal responsibility for upholding human rights.

We are proud of our commitment to apply fair labor practices, while respecting the local laws of the country and communities where we operate and are committed to providing equal opportunity in all aspects of employment. We do not engage in or tolerate unlawful workplace conduct, including discrimination, intimidation, or harassment.

We do not tolerate human rights abuses, human trafficking and/or slavery, and will not engage or be complicit in any activity that solicits or encourages human rights abuse.

iv. **Employee's Development Program**

Setting and developing programs that observes and responds to expressed societal needs and the needs of the current labor market; ensuring high ethical standards for study and sponsorship; incorporating major projects and organizational management projects as an integral element of the program; promoting lifelong learning for the employees (sustainability); granting prior learning assessment recognition for life experience.

1.4.3. Environment, Health and Safety Responsibility

The Company is committed to protecting the health and safety of all individuals affected by our activities, including our employees, contractors and the public.

We will provide a safe and healthy working environment, and will not compromise the health and safety of any individual. Our goal is to have no accidents and mitigate impacts on the environment by working with our stakeholders, peers and others to promote responsible environmental practices and continuous improvement.

We are committed to environmental protection and stewardship. We recognize that pollution prevention, biodiversity and resource conservation are key to a sustainable environment, and will effectively integrate these concepts into its business decision-making. All employees and contractors are responsible and accountable for contributing to a safe working environment, for fostering safe working attitudes, and for operating in an environmentally responsible manner.

We are also committed in reducing energy use, carbon emissions and resource consumption; diverting materials from the landfill through reuse, recycling and composting; reducing harmful outputs to water, soil and the atmosphere; operating within sustainable procurement practices; protecting the ecological integrity of the buildings we maintain through its activities; adapting to a changing climate, reporting results and instilling the employees and public with a sense of personal responsibility to affect positive change in all aspects of environmental sustainability.



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Being a socially and environmentally conscious company, operating in full compliance with the local laws and regulations regarding the ethical, corporate governance, labor, health and safety, and environmental compliance of the countries within which we conduct business.