#### **ABOUT TASCO BERHAD**

TASCO was incorporated on 10 September 1974 and listed on the Main Market of Bursa Malaysia Securities Berhad on 28 December 2007. TASCO is a subsidiary of Yusen Logistics Co. Ltd., which in turn is a subsidiary of Nippon Yusen Kabushiki Kaisha. TASCO has 28 logistics centres and 2,200 employees in Malaysia. It is a part of the global network of Yusen Logistics Co. Ltd having 631 locations and 24,967 employees worldwide as at 31 March 2022.

TASCO offers total logistics solutions covering air, sea and land transportation. It serves as a one-stop logistics centre to handle domestic and international shipments for the customers.

TASCO has categorised its services into International Logistics Solutions and Domestic Logistics Solutions

#### **OUR ESG STRATEGY**

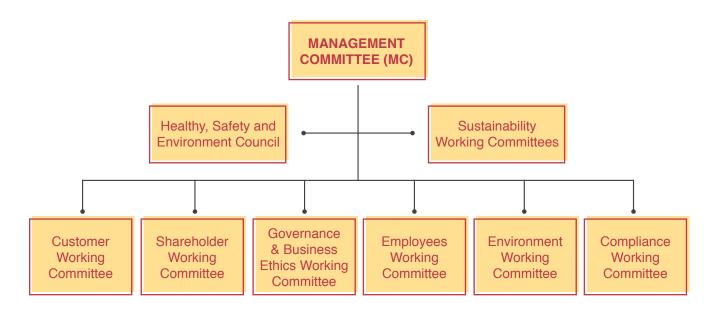
Our ESG strategy is centered around three core commitments, which encompass the areas that our Executive Leadership Team, in dialogue with our key stakeholders, has determined as priorities within the three (3) pillars; environment, social and governance dimensions.

These commitments provide a framework for taking targeted action within seven (7) ESG theme categories that represent areas where we believe TASCO can create the greatest positive impact for the world



Our governance of sustainability comes from the top of our organisation. The Board has the ultimate responsibility to ensure sustainability is taken into account when setting the strategic direction of the company.

# SUSTAINABILITY GOVERNANCE STRUCTURE



#### MATERIALITY AND STAKEHOLDER ENGAGEMENT

The Company has identified key stakeholders who are impacted by or have the ability to influence the Company's operations and business. Engagement with the stakeholders will assist in better understanding on the sustainability expectations that allows the Company to make business decisions that promote a sustainability society in the future.

The Stakeholder Engagement Matrix below highlights the stakeholder engagement activities that we implemented during the financial year:

Stakeholders	Area of Focus	Platforms and Tools Utilised
Shareholders / Investors Bankers / Media and Analyst	<ul> <li>Business directions</li> <li>Business performance</li> <li>Corporate development</li> <li>Prospect and Strategies</li> <li>Business risks</li> <li>Return on Investment</li> </ul>	<ul> <li>Bursa announcements</li> <li>Corporate website</li> <li>Press conferences and media releases</li> <li>Annual General Meeting / Extraordinary General Meeting</li> <li>Quarterly Results</li> <li>Periodic engagements with equity analysts and fund managers</li> </ul>
Government / Regulators	<ul><li>Regulation and compliance</li><li>Accuracy, transparency and disclosure</li></ul>	<ul><li>Reports and policies</li><li>Corporate website</li><li>Site visits</li></ul>
Business Partners	<ul><li>Business direction</li><li>Knowledge sharing</li><li>Safety procedures</li></ul>	<ul><li>Meetings, briefings and workshops</li><li>Participation in exhibitions</li></ul>
Customers	<ul><li>Business direction</li><li>Knowledge sharing</li><li>Service culture</li></ul>	<ul><li>Meetings</li><li>Customer support centre</li><li>Customers surveys</li></ul>
Employees	<ul> <li>Career development</li> <li>Welfare and benefits</li> <li>Working environment</li> <li>Training</li> <li>Job performance evaluation</li> <li>Employment equality</li> </ul>	<ul> <li>Regular communications via email blasts, newsletter and memo</li> <li>Performance management system</li> <li>Training programme and briefings</li> <li>Employee activities and events</li> <li>Internal surveys</li> <li>Written policies and procedures</li> </ul>
Local Communities	<ul> <li>Business opportunity</li> <li>Employment support</li> <li>Education and social assistance</li> <li>Social responsibility</li> </ul>	<ul> <li>Engagement events and activities</li> <li>Education and development programmes</li> </ul>

The Company values the feedback from stakeholders, and thus all the departments continuously empowered to actively engage with stakeholders and take the necessary steps to address issues raised by stakeholders. The Company believe that through active engagement with stakeholders, the Company would be able to stay updated with the issues and concerns of stakeholders.

# **MATERIAL MATTERS**

The objective of the Group is to provide the facility of advanced and high-quality logistics services to maximize our corporate value through winning the trust of our clients and, ultimately, contributing to the advancement of the economy as a world-class global corporation.

To achieve our objective, our business activities must comply faithfully with the by-laws and regulations of both local and international regulations, and to be fair in-practice in conformity with social norms. At the same time, our business activities are built based on our human resources, the greatest asset of the Group. We believe that the betterment and enrichment of the capabilities of our manpower will lead to our growth as a truly global company. The Group also puts attention to the quality, environment, occupational safety & health and society.

#### **ENVIRONMENT**

As part of the Group initiatives to protect the environment, we are moving towards increasing the usage of alternative fuel such as biodiesel. Fleet replacement plans had been implemented since 2012 for better fuel savings. Whereas, in the warehouse, we are gradually moving towards the usage of electrical based material handling equipment since 2021. On the other hand, our cold chain segment has been certified with ISO 14001:2015 Environmental Management System (EMS) and ISO 9001:2015 Quality Management System (QMS). We strictly adhered to the requirements of the ISO standards, there was no environmental compound and penalty imposed by the authority during the financial year under review. Our environmental and compliance officer, who is certified by Department of Environment (DOE) and CEPSWAM had been monitoring strictly on the environment aspect. All the petroleum and lubricant waste is stored in the disposal shed and is systematically disposed according to the scheduled waste disposal programme. During the financial year, the petroleum and lubricant waste disposal increased to 46.01mt3 compared to 29.2 mt3 in 2020 compared to 38.02 mt3 in 2019 and 64.09 mt3 in 2018. These was due to increase in number of fleet and increase in fleet movement. However, our company still show commitment to reduce the impact of waste on the environment and accordance to Environmental Quality Act 1974.

To contribute to the global environment and the creation of sustainable societies by managing environmental risks and arriving at an optimal balance between environment and economy:

#### **OUR THREE STRATEGIES:**

- Strategy 1. Reducing greenhouse gas emissions
- Strategy 2. Promoting social contribution through activities to conserve the global environment
- Strategy 3. Strengthening group environmental management

#### **OUR ENVIRONMENTAL GREEN POLICY**

- We adopt responsible practices with due regard to the environmental impacts of our corporate activities.
   We set and continually review objectives and targets for achieving our goal to protect our entire global environment and biodiversity.
- 2. We seek not only to comply with safety and environmental regulations but also to implement in-house standards to improve our environmental performance and prevent pollution.
- 3. We commit ourselves to the safe operation of all our services via sea, land, and air, as well as operations at sea, terminals, and warehouses.
- 4. We seek to reduce environmental loads by efficiently using resources, saving energy, reducing waste, encouraging material recycling, and particularly by minimizing emissions of greenhouse gases, ozone-depleting substances, and toxic matter.
- We endeavor to minimize environmental loads and adopt environmentally friendly technologies when ordering and purchasing necessary resources, such as vessels and aircraft, for transportation services and cargo operations.
- 6. We endeavor to use education programs to raise environmental awareness among our employees and to ensure that they recognize the essence of this Green Policy by actively addressing environmental concerns.
- 7. We make wide-ranging social contributions in close partnership with local communities by disclosing environmental information and supporting environmental conservation initiatives

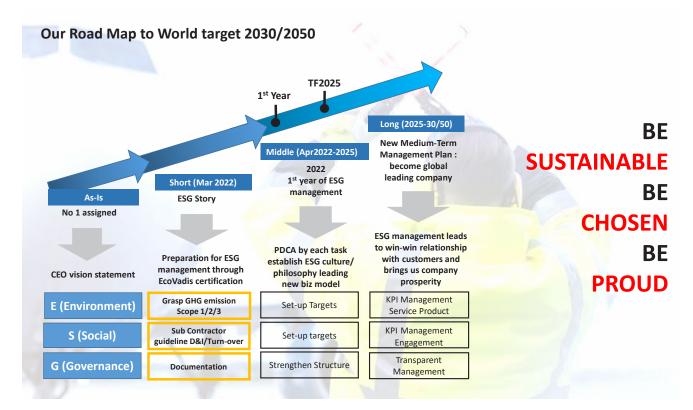
#### **OUR COMMITMENT ON ENVIRONMENT**

We are committed to implement an environment management system in compliance to ISO 14001:2015. We recognize and accept the responsibility of prevention of pollution, preservation of natural resources and protection of our environment. Through integrating ISO 14001:2015 into our services and operations, these objectives will then be achieved through adherence to the following principles:-



#### **AIMING AT NET-ZERO GHG EMISSIONS BY 2050**

Our immediate holding company Yusen Logistics Co., Ltd. (President: Toru Kamiyama) aims to achieve net-zero GHG emissions <sup>(\*)</sup> for all services by 2050 as the Group's environmental target. As an interim target, we have decided to start providing net-zero GHG emission services by 2030.



As the entire world works together towards net-zero GHG emissions by 2050, we recognize that addressing climate change as one of our company's most urgent and critical challenges. We have created a brand promise "Create Better Connections" to summarize our management ambition. It explains that we want to connect to a better future by building closer relationships and ties across the world with all stakeholders. Under "Create Better Connections," we will act as a bridge between all stakeholders, including customers and business partners, and contribute to the realization of a sustainable society by working together to solve global environment and social issues.

We define "Our Mission" to become the world's preferred supply chain logistics company – applying insight, service quality and innovation to create sustainable growth for business and society. As a strategic partner to generate sustainable growth with our customers, and as a core company of the NYK Group whose growth strategy is ESG management, we will continue to promote initiatives based on a long-term sustainable perspective.

#### **OUR ACTIVITIES ON ENVIRONMENT**

The Group is also committed to environmental protection and stewardship. The Group recognizes that pollution prevention, biodiversity and resource conservation are keys to a sustainable environment and will effectively integrate these concepts into our business decision-making.

The following are being carried out:-

- 1. Recycling of waste is conducted at all major warehouses and offices.
- 2. Reduce emissions by our vehicle fleet maintenance program and through the purchase of new
- 3. Trucks that have EURO engine specifications to lower smoke emission levels.
- 4. Use of battery operated handling equipment and gas powered forklifts to reduce noise and pollution.
- 5. Use of LED lightings thereby reducing heat and chemical emission.
- 6. Use or purchase of office equipment with energy saving features.
- 7. Maintaining only minimum lightings and air conditionings during lunch hour.
- 8. Plan journeys effectively and encourage drivers to drive safely and efficiently to reduce fuel costs and improve the environmental and safety performance.
- 9. New warehouses designs to take maximum advantage of natural lighting.
- 10. Existing warehouses gradually switching from halogen high bay lights to LED high bay lights.
- 11. Assess the water effluent discharged that flows from the premises directly into the main sewer network.
- 12. Assess the noise levels around the logistics center as a requirement of an ISO 14001 Environmental Management System.
- 13. Rainwater harvesting and intelligent condenser water treatment.
- 14. Use of anhydrous ammonia refrigeration system plant room.
- 15. Use R-404A HFC blend truck refrigeration system

#### **ENVIRONMENTAL MONITORING**

- a) The objective of environmental monitoring is to manage and minimize the impact of an organization's activities have on the environment, either to ensure compliance with laws and regulations or to mitigate risks of harmful effects on the natural environment and protect the health of human beings.
- b) The Group has conducted two types of monitoring which are Environmental Noise Monitoring and Waste Water Quality Monitoring. The monitoring has been set to be conducted every three years or if there is any changes on the environment requirement or guidelines.
- This monitoring has been performed by the accredited laboratory with 'Skim Akreditasi Makmal Malaysia (SAMM)' number registered.



# **ENVIRONMENTAL NOISE MONITORING**

a) Environmental noise pollution is define as any unwanted sound and it embraces noise from industrial sources, transportation as well as from domestic premises. Environmental noise pollution can cause public annoyance and hearing impairment may result from high noise levels.

- b) The noise cannot exceed the limit of 75.0 dB as per stated on the guidelines by Receiving Land Use for Existing Built-Up Areas, 2nd Schedule; Schedule of Permissible Sound Levels; Guidelines for Environmental Noise Limit & Control, 3rd Edition, 2019, Department of Environment.
- The sample of noise level were taken from several location in our Cold Chain facilities as below:

Point	Picture	Result dB(A)	Guideline dB(A)	Compliance (Yes/No)
N1 (Front of warehouse)		63.8 55.9	75.0	Yes
N2 (Rear of warehouse)		67.4 66.3	75.0	Yes
N3 (Middle of warehouse)		70.7 67.3	75.0	Yes
N4 (Rear of warehouse)		68.7 63.1	75.0	Yes
N5 (Middle of warehouse)		70.2 66.6	75.0	Yes
N6 (Front of warehouse)		70.5 66.5	75.0	Yes
N7 (Near Guard House)		65.0 63.2	75.0	Yes

Our Group has been complied with the regulation as the result is less than 75.0 dB.

# 1.1 WASTE WATER QUALITY MONITORING

- The objective of water quality monitoring is to obtain quantitative information on the Physical Characteristics (e.g., temperature, colour, light, sediment suspended in the water); Chemical Characteristics (e.g., dissolved oxygen, acidity (pH), salinity, nutrients and other contaminants); and Biological Characteristics (e.g., bacteria and algae).
- b) The result has to comply with standard or guideline by Environmental Quality (Industrial Effluents) Regulations 2009 Fifth Schedule, Parameter Limits of Effluents (Standard B).
- c) The sample of water monitoring were taken from several location in our Cold Chain facilities as below:



Plant room



Location Gate 1



Location Gate 3



Location Gate 4



Location Truck washing area



Location Gate 2 (Additional Point)



Location Canteen Drain (Additional Point)

Since the result showed non-detection on any physical, chemical and biological that affected to our Cold Chain facilities water compound, Our Group has deemed complied with the regulation.

#### **ENVIRONMENTAL PRACTICE**

#### **Electricity and Water Consumption Monitoring**

Our Group has been practicing energy saving by creating awareness to all employees to save electricity and a) water consumption.







b) We also practice rainwater harvesting for our cooling system and chiller system, which is reused for air conditioning system to the offices.







# **Refrigeration System**

- a) For refrigeration system, the resources or gaseous that reduces the impact to the environment were used, taking into account potential of ozone depletion and global warming concern.
- b) Due to that, the comparison of gas component of each refrigerant were carried out as a guideline to use the better refrigeration system in future to ensure the environmental protection is in order.
- c) For plant room, the Anhydrous Ammonia or Ammonia gas has been used to operate the cooling system for warehouse as the characteristics below:-



Plant Room Refrigeration System

#### Carbon Dioxide (CO2)

- A colorless, odorless gas produced by burning carbon and organic compounds and by respiration. It
  is naturally present in air (about 0.03 per cent) and is absorbed by plants in photosynthesis.
- Example: R-744
- · Non-flammable, very low toxicity.
- · Low efficiency & high operating pressure.
- Ozone depletion potential (ODP) \*1 is 1
- Global warming potential (GWP) \*1 is 0

#### Hydrofluorocarbons (HFC)

- The toxicity of the refrigerant is not identified at concentrations below 400 ppm by volume.
- · Lower flammability but the toxicity is the largest hazard.
- Example: R32, R125, R134a, R245ca, R245fa,R404A, R407C, R410A, R507A, R508B

#### Hydrocarbon (HC)

- An organic compound consisting entirely of hydrogen and carbon.
- Example : R600a
- Substitutes for CFCs.
- Less chlorine than CFCs.
- European banned HCFCs 2004 at the latest.

# Hydrochlorofluorocarbons (HCFC)

- Substitutes for CFCs.
- •Less chlorine than CFCs.
- European banned HCFCs 2004 at the latest.

#### Chlorofluorocarbon (CFC)

- Contain chlorine.
- Banned since the beginning of the 90's because their negative environmental impacts.
- Environmental Quality Act 1974 (Prohibition on the use of CFC and other gases as propellant and blowing agent) order 1993

Comparison of gas component

### **Truck Refrigeration System**



#### **Truck Diesel**



#### Our transition into waste and pollution management

A waste quality survey has been conducted on 16th and 18th November 2020 at five selected locations for our Cold Chain facilities located No.3 Jalan Sungai Kayu Ara 32/40, Seksyen 32, Taman Berjaya Park, 40460 Shah Alam Selangor .





# **Solar System**

The decision to install solar system at our Cold Chain facilities has been made in year 2020 to reduce the electricity consumption in our Cold Chain facilities. The Group has invested in a solar system with capacity of 1,800 KWp in a Cold Chain facilities located at Berjaya Industries Logistics Centre. The installation of this solar system is expected to complete by Septembar 2022.

Expected return from solar energy.

	Per Year	Energy Consumption
Total kwh usage	16 million	RM 7.7 million
Guarantee Period Year 1	2.5 million	RM 1.2 million
Guarantee Period Year 2	2.4 million	RM 1.15 million
Guarantee Period Year 3	2.35 million	RM 1.14 million







# Quality

The Group committed in delivering high quality and effective services that contributes to a better future for diversified needs and demands of our customers and society. This commitment driven by our corporate mission to become the world's preferred supply chain logistics company, and by our values and behaviors under management initiatives.

#### **Certification and Appreciation Awards**

In order to provide and maintain quality of service to our customers, the Group is fully committed in maintaining the following certified standards:-

- Major branches:- Shah Alam Logistics Centre, KLIA Air Logistics Centre, Port Klang Logistics Centre I, Penang Air Logistics Centre, Penang Prai Logistics Centre and Berjaya Industrial Logistics Centre were accredited ISO 9001:2015.
- Berjaya Industrial Logistics Centre was accredited ISO 14001:2015 and Food Safety System Certification ISO 22000.
- iii. West Port Logistics Centre was accredited Food Safety Management System ISO 22000.
- iv. KLIA Air Logistics Centre is certified TAPA FSR (Facility Security Requirements) by the Transported Asset Protection Association ("TAPA").
- v. Batu Maung Warehouse is certified TAPA FSR (Facility Security Requirements) by the Transported Asset Protection Association ("TAPA").
- vi. Transportation & Warehousing for Penang Prai Logistics Centre, Berjaya Industrial Logistics Centre and West Port Logistics Centre was certified HALAL by Department of Islamic Development Malaysia (JAKIM) has complied with Islamic Law & Malaysia Halal Standard for.
- vii. Shah Alam Logistics Centre and Port Klang Logistics Centre I were awarded with Good Distribution Practice in Medical Device (GDPMD) by TUV Nord Malaysia for two warehouses.
- viii. Berjaya Industrial Logistics Centre was awarded with Good Distribution Practice by AGM Certification Sdn Bhd.

#### SOCIAL

TASCO's ambition is to ensure that we provide an engaging, safe and inclusive place to work, where we take action to secure that all workers have decent working conditions and that we continue to improve the working environment for all our employees.

#### Health, Safety and Security

Keeping our employees safe from harm means that we must work to eliminate fatalities and life-altering injuries and strive for as few lost time injuries as possible associated with our operations.

Maintenance of a safe and healthy working environment is one of the priorities for the Group. Our Group is engaged in keeping the working environment comfortable for workers by actively conducting measures that maintain and promote the sound physical and mental health of workers.

The Group had established a Health & Safety Committee to formulate policies, action plans, and budgets for the implementation of road and work place safety program. The Group is committed to Safety, Health and Environment excellence to all employees, customers, contractors and public in all its business activities wherever it operates.

# Leading the drive to improve safety

Reaching these targets requires us to invest and commit resources to building leadership capabilities and improving our safety culture.

Gone through comprehensive training in the TASCO Safety and Security Principles that form the core of our approach to safety and security, enabling leaders to champion and effectively take on the critical responsibility to ensure that we are doing everything we can to make safe work easier.

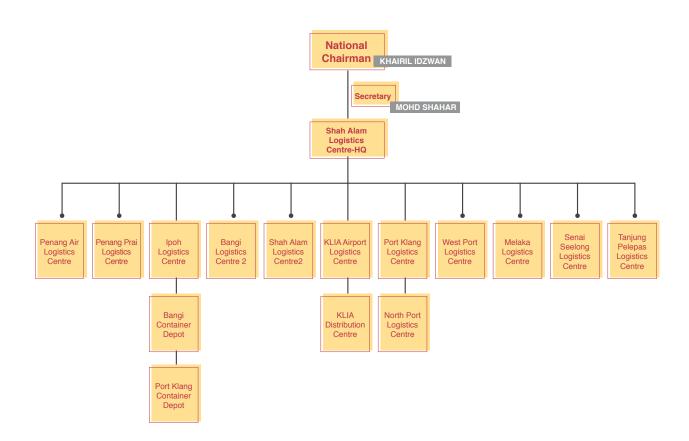
#### Safety & Health Policies

- Take appropriate practicable measures to prevent and eliminate the risk of injuries, occupational illness and damage to properties.
- Take proactive steps towards conservation of the environment.
- Ensure commitments from all employees and all levels of management.
- Provide the necessary resources and organization, and where appropriate, engage with key stakeholders on relevant Safety, Health and Environment matters.
- Ensure that appropriate contingency measures are in place to deal with emergencies.
- Furnish necessary information, training and support and provide a healthy and safe working environment.
- Comply with relevant Safety, Health and Environment legislations and others requirements.

During the financial year under review, regular safety meetings was held by the Safety Committee to tackle material safety issues at work place and audits were conducted to ensure that safety policies and guidelines were being followed. On 27 September 2021, our Head Quarter launched a Safety Champaign with the title – "Safety First; Utamakan Keselamatan". A series of safety trainings program were conducted at branches and warehouses aimed to create awareness and to promote safety among the employees and the customers. For the financial year under review, our Company had put on additional focus on safety in warehouse and transport operations.

#### **Health and Safety Committee**

# **TASCO Safety & Health Committee Chart 2022**



The following includes some of the activities that have been carried out during the financial year:

### a) Occupational Safety and Health

During the financial year, safety and health trainings were attended by our staffs to update their knowledge and improve their skills. The trainings attended are as follows:-

Type of Training	Month & Year	No. of Employee	Training Hours
Dangerous Goods Regulations - Refresher	June 2021	1	16
	August 2021	1	16
	October 2021	1	16
IATA Dangerous Goods Regulations Course	December 2021	2	40
- Initial	January 2022	1	40

The firefighting systems and back-up generators of our major warehouses were inspected periodically by external fire contractors to ensure that they are in good operational condition. The hazardous areas in our major warehouses and offices were identified, updated, mapped and displayed in the buildings.

# b) Driver Defensive & Safety Training

Defensive driving is essentially driving in a manner that utilises safe driving strategies to enables drivers to address identified hazards in a predictable manner. Trainings assist in improving drivers' driving skills by reducing their driving risks by anticipating situations, making safe well-informed decisions and also gained knowledge on fuel efficient driving techniques. Attendance of our drivers for the defensive driving and other related trainings are as follows:-

Type of Training	Month & Year	No. of Employee	Training Hours
Hamzat Transport Driver Permit (HTDP) Course	July 2021	1	8
Lorry Driver Defensive & Safety Training			
- Bangi	October 2021	18	8
- Shah Alam	November 2021	16	8
- Northern	November 2021	22	8
- Ipoh	December 2021	12	8
Driver Defensive, Safety & Eco Training	January 2022	15	8
	March 2022	22	8
HINO Driver Familiarization Training	February 2022	11	16
	March 2022	10	16
Actross Mercedez Training (Northern)	March 2022	21	8

# c) Certification of Forklift Operators

A forklift is a powerful tool that allows the movement and storage of product and materials efficiently and safely, provided if the employer provides the correct equipment and properly trains its operators. Each year forklift accidents result in the loss of life, significant personal injuries and damages to products and property. Most forklift accidents are the result of driver error. Therefore management has emphasized that all forklift driver must be trained and certified. During the financial year under review, the trainings attended are as follows:

Type of Training	Month & Year	No. of Employee	Training Hours
Forklift Training and New Certification Licensing			
- Northern	November 2021	10	8
- Shah Alam	November 2021	12	8
Latihan Pengendalian dan Keselamatan	January 2022	26	8
Jenangkut (Forklift)	February 2022	12	8

# Report of Hazard Identification, Risk Assessment and Risk control (HIRARC) Road Traffic Management in TASCO Berhad

Safety hazards are unsafe working conditions that leads to injury, illness, and the possibility of death. Safety hazards are the most common workplace risks. Because of that, our country has self-regulations towards regulating the Occupational Safety and Health (OSH) in the workplace namely Occupational Safety and Health Act 1994. According to Occupational Safety and Health Act 1994 section 15(1), it is the duty of the employer to ensure the workers are safe from any risk at the workplace. According to Occupational Safety and Health Act 1994 section 24(1), it is also the duty of the employee to take reasonable care for their own safety and strictly adhere with the safety guidelines set out by the employer. Accidents, ill health and incidents are seldom and random inevitable events. These generally can happened from failures in control of safety and often have multiple causes. All activities involve a measurable risk. Therefore, the application of an effective management system can lead to safer working environment and reduce the incidence of injury and work-related diseases. Identifying hazard and assessing risks are important to reduce the probability of accidents. It is important to identify the possibilities of potential hazards at the work place, and to take precautionary measurements to reduce the chances of accidents. Many hazards in the workplace require immediate attention. Hazard Identification, Risk Assessment and Risk control (HIRARC) is a compound word that made up of three consecutive activities running one after the other.

Hazard identification is the recognition of things that may cause injury or harm to a person. Risk assessment is looking at the possibility of injury or harm occurring to a person if exposed to a hazard. The introduction of measures that will eliminate or reduce the risk of a person being exposed to a hazard is known as Risk control. Hazard Identification, Risk Assessment and Risk control (HIRARC) are important to protect the workers.

Its purpose is to identify all the factors that may cause harm to employees and others, to consider what the chances are of that harm actually be falling anyone in the circumstances of a particular case and the possible severity that could come from it and to enable employers to plan, introduce and monitor preventive measures to ensure that the risks are adequately controlled at all times (DOSH,2008, p.6).

# **Objectives**

# General Objective

• To identify safety hazard at the workplace and provide a measure to control the risks.

#### Specific Objective

- To identify types of a safety hazard that may cause harm to people around the area at the workplace.
- To conduct risk assessments by calculating or estimating likelihood of occurrence and severity of the hazard.
- To suggest, implement and review the risk control in order to control the potential risk in the workplace.

#### Method of Risk Assessment

Risk assessment is a concept used to identify hazards and risk factors that can cause danger, to evaluate and determine the risk associated with the hazard and identify effective ways to remove the hazard or monitor the hazard when the hazard cannot be removed. Risk can be calculated by the equation Risk = Likelihood x Severity (DOSH, 2008, p. 5). There are two methods of risk assessment, which are risk estimation and risk evaluation.

# **Risk Estimation**

Risk estimation is the process used to produce a measure of the level of risk being analyzed. The table below shows the likelihood of the risk by referring to the value.

The table below shows the likelihood of the risk by referring to the value.

Likelihood of the risk (L)	Example	Value
Very high	Hazard or accident that are most likely to happen	5
High	The accident can happen	4
Can be predicted	The accident might happen in the future	3
Low	There is no accident happen	2
Very low	There is no accident happen and it is impossible for accident to occur	1

Table 1: Examples and rating for likelihood

#### **Risk Evaluation**

Risk Evaluation is the process used to compare the estimated risk against the given risk criteria to determine the significance of the risk. Risk evaluation use to assist in the decision to risk treatment. Risk Evaluation as part of the ISO31000 Risk Management Framework. The table below shows the severity of hazard by referring to the value.

Severity of the hazard (S)	Example	Value
Severity	Many deaths, damage to property, damage cannot be fixed	5
Catastrophic	Approximately one death, damage to property If hazard occur.	4
Critical	Accident is not fatal, losing ability to move like normal human	3
Marginal	Accident cause loss of ability but not a permanent injury.	2
Negligible	A bit of blistered, bruises cuts, and injury that need first aid	1

Table 2: Examples and rating for severity

The risk rated by using the risk matrix table

	Severity								
Likelihood	1	1 2 3 4 5							
5	5	10							
4	4	8	12						
3	3	6	9	12					
2	2	4	6	8	10				
1	1	2	3	4	5				

Table 3: Risk matrix table

Indicators	Actions				
HIGH (15-25)	Requires immediate action to control the hazard using hierarchy of control. Actions taken must be documented (risk assessment form), including date for completion				
MEDIUM (5-14)	Requires a proper risk control plan to control the hazard and to apply temporary measures if required. Actions taken must be documented (risk assessment form), including date for completion				
LOW (1-4)	Further reduction may not be necessary. However, if the risk can be resolved quickly and efficiently, control measures should be implemented and recorded				

Table 4: Risk assessment indicator and suggested actions

#### Result

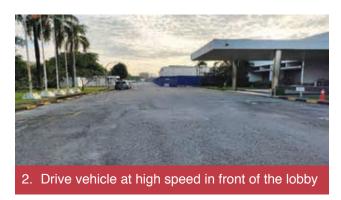
Table 5: Summary of Hazard, Risk Rating and Risk control

Nia	Activity/ Process/		Esta ala	Current Risk	Risk R		ting	Biole Control
No	Facilities/ Equipment		Effects	Control	S	L	R	Risk Control
1.	Workers/Visitor	Overtake vehicle to avoid the speed bump	Can lead to traffic accidents result in injury, death, vehicle damage and possession damage.	Put the hump to slow down the vehicle	4	4	16	Put the speed bump full at the place
2.	Workers/visitor	Drive vehicle at the high speed Infront the lobby	Can lead to traffic accidents result in injury, death, vehicle damage and possession damage.	Enforcing rules that prohibit speeding	3	4	12	Put the speed breaker which is speed bump at the front lobby
3.	Workers/visitor	Drive vehicle does not see clearly of speed bump on the road	Can cause accident result in injury and vehicle damage.		3	3	9	Put signage of speed bump to inform the worker/visitors
4.	Workers/visitor	Difficult road condition (Road damage and potholes lane road)	Can cause accident result in injury and vehicle damage.	Enforcing rules that prohibit speeding	3	3	9	Repair the road by pave the road
5.	Workers/visitor	Blindspot area which the convex mirror is not clearly seen	Can cause accident result in injury and vehicle damage.	Install convex mirror	3	3	9	Repair or install new convex mirror
6.	Workers/visitor	At night the wall metal cladding construction is not clearly seen	Can cause accident result in injury and vehicle damage.	Reflector light	3	2	6	Put reflector light or reflector stripe on all wall metal cladding construction

### **DISCUSSION AND RECOMMENDATION**



In accordance to Table 5, the risk rating for this hazard is high, which is 16. To maintain the vehicle in motion, motorist tends to avoid the speed burn. This can be dangerous if they try overtaking the vehicle in front by avoiding this speed burn. Further to that, as vehicles are parked by the side, it can be more dangerous when attempt to overtake the car in front. Accident can happen when the vehicle in motion hits the car parked by the side and can cause damage to both vehicles. From the observation, to avoid this hazard from happening, the speed burn needs to extend to cover that area in full. This can prevent worker or visitor to overtake the vehicle in front.



According to table 5, the risk rating for this hazard is 12, which is considerably high. From the observation, worker or visitor tends to drive pass the lobby at high speed. This is dangerous as it is also the walking area for visitor or worker to enter the office. If the driver tends to accelerate at this area, the possibility of a collusion with the worker/visitor is high. To avoid this hazard, the team suggests adding a speed bump in front of the lobby as it can reduce the speed of the vehicle passing through the lobby.



3. The speed bump on the road is not visible on the road



5. Blindspot area whereby the convex mirror is not clearly seen

In accordance to the result in table 5, the risk rating for this hazard is 9 which is alarming. From the observation, the speed bump is not too visible, especially at low light situation. The worker or visitor who drive along this road hardly notice the speed bump. Motorist tends to drive faster on this straight road when they did not notice the speed bump. Due to this, suggestion from the team is to put up a signage before the speed bump to alert the driver.

Other than that, from the table 5 above, the risk rating for this hazard is 9 which is alarming. This is because in this area, the convex mirror is not visible. Accident can happen as this is a blind spot area. This causes misjudgment when motorist exiting the parking lot. To avoid this hazard from happening, suggestion from the team is to repair or install a new convex mirror so that the worker/visitor can see clearly.



Difficult road condition (Road damage and potholes lane road)



The wall metal cladding construction is not visible at night

Based on table 5, the risk rating for this hazard is 9 which it is alarming. Accidents or vehicle damage can happen. This can be explained more as when worker or visitor, especially motorcycle, drive onto the pothole, resulting in injury or damage to their vehicle. The risk increases at night or when the pothole is covered with water/flooded. Because of that, the team suggests to repair the road damage and the pothole by paving this road. This can ensure the safety of the worker/visitor who drive along this road

Lastly, according to table 5, the risk rating for this hazard is 6 which is normal. This is because, under low light situation, the vision of the worker is limited. Worker driving at night around this construction site might not see the metal wall cladding clearly. To avoid this hazard, the team suggests to put lighting or reflector stripe at all metal wall cladding so that worker driving around that area is safe from hitting the metal wall cladding.

#### **Labor Standard**

All policies and practices within the Group aligned with the Employment Act 1955 and regulatory guidelines. Work-life balance improved via comprehensive schedules that enable the operational department to obviate excessive working hours that might affect the employee's health, family time, and productivity.

# **Employment Policy (Children and Young People)**

There is no children and young people hiring in the Group. We adopt a policy that complies with the Children and Young Persons (Employment) Act 1966 and any other relevant laws. The minimum age for employment in our Group is 18 years of age.

#### **Grievance Procedure**

Grievance procedures is in place whereby any dissatisfaction or complaint can brought to the attention of the immediate superior. The grievance procedures enable grievances to be resolved on a timely manner and ensure that a harmonious work environment is maintain. Alternatively, employees are also encouraged to raise concerns or make a complaint directly to the Human Resource department.

#### **Incidents of Human Rights Violations**

There were no reported human rights violation or incident happened in the Group. We strictly adhere to our human rights policy and act in accordance to the UN International Covenants and local human rights law.

# **Participation on Human Rights Initiative**

The Group has been actively engaging with the government authorities, such as Jabatan Tenaga Kerja (JTK) and Jabatan Kesihatan dan Keselamatan Pekerja. We strictly comply with the rules and regulation of local authorities on human rights including foreign workers issues, accommodations and welfare.

#### **Employee Engagement on Charitable Activities**

#### Contribution to the community

As part of our contribution to the community, the Group encouraged the participation of our employees from various path in life without prejudice and we oppose to any discriminatory hiring policy.

We are committed to employ locally which would contribute to the economy sustainability and foster talent development within the country.

# Donation

As part of the corporate social responsibility, we have an annual collection among our staff to donate to homes or centers in need during the fasting month. Our Company also contributed to the collection fund. For the financial year, RM3,000 has been donated to Hospital Tunku Azizah.

In December 2021, several states in Malaysia were badly affected by the flash flood after a downpours throughout the peninsula. The Group has donated RM120,000 to employees who were suffered from the flood.

#### **Human Capital**

A key priority in our ESG strategy is to create an engaging environment for the employees. People are the foundation of company's success. We are committed to foster talent development via capitalising on the strengths and abilities of employees, help them to become stronger and grow within the group.

# **Training and Development**

Recognising that human resources is an important asset and in line with our quality policy which include development of all our employees and maximise their potential to the greatest extend so that they may benefit by growing with the Group yearly training needs analysis covering all levels of employee has been carried out and appropriate training programme provided on a continuous basis to increase their skills and knowledge.

During the financial year, the following training courses were attended by our employees:

Type of Training	Month & Year	No. of Employee	Training Hours
Compliance Awareness Briefing (Anti-Trust & Anti			
Bribery)	A " 000 /		
Session A	April 2021	109	2
Session B Session C	April 2021 April 2021	60 32	2 2
	Αριιι 202 Ι	02	
Email Etiquette Training - Northern	May 2021	13	8
- Shah Alam	January 2022	13	8
Customer Service Training	August 2021	10	12
Project D : Development Training	August 2021	12	8
	August 2021	18	2
	September 2021	12	2
	September 2021	25	2
Power BI Desktop Training (Intermediate)	October 2021	10	8
Power BI Desktop Training (Advance)	November 2021	10	16
Webinar Series : ESG and Sustainability Reporting	December 2021	2	4
Seminar on Custom Procedure	December 2021	4	8
Refreshment on Custom Declaration Form	January 2022	14	8
Food Handler Training	January 2022	5	4
Basic Cargo Skills Course			
First Session	January 2022	22	24
Second Session	January 2022	19	24
Do It Right First Time (DRIFT) Training	January 2022	9	8
Effective Leadership Communication Training	January 2022	10	16
Time Management Training	March 2022	11	8

#### **Human Rights Policies**

The Group respects international norms on human rights and will not engage in acts that violate human rights and the dignity of the private individual in any of our business activities and we also respect the rights of all persons and will not engage in discrimination action or make discriminatory remarks based on gender, age, nationality, ethnicity, creed, religion, occupation, social status, appearance, illness or disability which accordance to the United Nation

#### **Conventions of Human Rights and Child Protection**

We will not engage in libelous or slanderous acts that violate human dignity, abusive acts that may be regarded as harassment or any other act that may be misinterpreted as harassment, without any exception.

We will pay due attention to the social responsibility of business corporations and will not allow forced labor or child labor nor conduct trade with other business enterprises engaged in such acts.

We will observe labor contracts and other agreements with attention to the protection of the rights of workers established in international treaties and in laws and regulations of each country or region.

#### **Right to Freedom of Association**

We encourage right of freedom of association as long it is in accordance to Malaysian by-law.

#### **Diversity, Equity and Inclusion**

TASCO remains driven by our Core Values and the need to attract and retain talented employees. For these reasons, we have made the DEI a special priority in our ESG strategy. In addition, employees increasingly hold us accountable for our actions and policies to protect and further the rights of vulnerable groups that experience discrimination in society. More recently, customers, investors and benchmarking agencies have also turned their attention to how we implement DEI.

#### LISTENING TO EMPLOYEES

#### **Grievance Procedure**

We have grievance procedures in place whereby any dissatisfaction or complaint by an employee can be brought to the attention of the immediate superior. The grievance procedures enable grievances to be resolved on a timely manner and ensure that a harmonious work environment is maintained. Alternatively, all employees have the right to raise concerns or make a complaint directly to the Human Resource department of our Group.

### **Whistle-Blowing Procedure**

We have whistle-blowing procedures in place whereby any dissatisfaction or complaint by an employee can be brought to the attention of the our Compliance Officer.

Staffs are encouraged to report any non-compliance issues, business fraud or business irregularities to the Management, either by sending an e-mail or directly contact the Compliance Hotline. The company established the whistle blowing process, that acts as deterrent to malpractice, encourages openness, promotes transparency, underpins the risks management systems of the company and helps protect the reputation of the company and senior managements.

All employees are encourage to speak out should they have concerns or complaints regarding company accounting, internal accounting controls, including those that could harm the reputation and/ or financial standing of the company, any serious unethical, illegal action, violation of rules and regulations or other concerns relating to the company.

All channels of whistle blowing will be in charged by Compliance Office and all acknowledgement of receipt of the report will be made to the complainant within 48 hours (with the exception of the anonymous complaints). The investigations of most complaints will be handled internally and will typically be carried out by Compliance Officer or his designated body. On case by case basis, it may be determined that outside resources are required to assist in such investigation.

# Confidentiality

It is essential that you feel secure when participating in the Company's compliance system. Therefore, confidentiality is a priority and every effort will be made to protect your identity whenever you interact with any element of the compliance system. In some instances, however, it may be impossible to keep your identity confidential because of the demands of conducting a thorough investigation or because of certain legal requirements. If you are concerned about confidentiality, you may consider placing an anonymous call to the TASCO Compliance Hotline.

#### **Compliance Hotline**

The Compliance Hotline is available within office working hours (Monday to Friday, excluding public holiday, 8.30am to 6.00pm)

#### Fair and Equal Wage

Our values and commitments to international labour standards obligate us to pay fair and equal wages to all employees as we remunerate our employees in accordance with the provisions of the Malaysian Employment Act 1955 ("Employment Act"), including complying with the statutory minimum wage.

Employees will be paid higher than the minimum wage in accordance with their experience, skills and performance and working attitude.

#### Involvement in Labor Standard Initiatives

We initiated a discussion with Ministry of Transport (Malaysia) on shortage of foreign man-power due to Covid-19.

#### **Incidents of Labor Standard Violations**

There is no reported instance on any labor standard violations or incident happened in our group. We take these matters seriously as stated in our labor rights policy and according the UN International Covenants and local human rights law

#### **COMMUNITY**

#### Internship Program

The Group continuously accepts students from higher institutes of education into our internship training programme as part of our commitment to the community. The objective of our internship programme is to provide students with exposure to real work experiences that will provide them with opportunities to explore their interests and develop professional skills and competencies.

During the financial year, the Group has taken in students into its internship programme from Tunku Abdul Rahman University College, Universiti Teknologi Mara, Universiti Utara Malaysia, Malaysia University of Science and Technology, Politeknik Metro, Politeknik Merlimau, Politeknik Seberang Prai, Universiti Malaysia Kelantan, Taylor's University, Universiti Tenaga Nasional, Unitar International University, Kolej Komunity Sepang, and PICOMS.

The Group accepted 38 students from various institutes of higher education into its internship programme in previous financial year. Whereas for the financial year under review, the group accepted 26 students into its internship programme.

#### TALENT RECRUITMENT AND RETENTION

#### **Human Resource Status**

TASCO adheres to the principles of fairness and diversified employment. In terms of recruitment, employment, evaluation, and promotion, employees of different age, gender, race, religion, political views, marital status, and backgrounds are treated fairly and equally, where the only considerations are finding the appropriate candidate for the appropriate position, and creating fair and diverse employment opportunities for all operation sites to promote local economic growth. In 2019, the total number of employees of TASCO 1,462, while in 2020 the total number of employees 1,436 and followed by 2021 our total number of employees 1,527. As Total Logistics and Warehouse Company is semi-automated, some processes still rely on manual and labor-intensive work, and workers in some operations exposed to chemicals. Addition it also due to the nature of the job description such as truck drivers and MHE operator. Therefore, the proportion of male employees is higher than that of female employees. As part of our value in fairness in employment, TASCO also have one (1) disabled employee. Additionally, sub-contractor employees divided into local and foreign employees. Inside TASCO facilities, the foreign workers mostly are from Nepal.

# **Staff Turnover**

# Yearly Percentage of Resignation By Own Accord

# April 2020 - March 2021

Employment Status Count of EmpNo		
RESIGNED	139	%
Grand Total	139	9.7

# April 2021 - March 2022

<b>Employment Status</b>	Count of EmpNo	
RESIGNED	190	%
Grand Total	190	12.4

# Staff by gender

# April 2019 - March 2020

Count of Employee	Employee Type			
Gender	CONTRACT	PERMANENT	<b>Grand Total</b>	%
FEMALE	34	416	450	30.8
MALE	487	525	1012	69.2
Grand Total	521	941	1462	100

# April 2020 - March 2021

Count of Employee	Employee Type			
Gender	CONTRACT	PERMANENT	<b>Grand Total</b>	%
FEMALE	25	424	449	31.3
MALE	461	526	987	68.7
Grand Total	486	950	1436	100

# April 2021 - March 2022

Count of Employee	Employee Type				
Gender	CONTRACT	CONTRACT PERMANENT Grand Total			
FEMALE	6	453	459	30.1	
MALE	465	603	1068	69.9	
Grand Total	471	1056	1527	100	

# **Sub-Contractor Worker**

# **Yearly Percentage of Sub-Contractor Workers**

# April 2019 - March 2021

Employment Status	Count of EmpNo	%
SUBCON-FOREIGN	532	
SUBCON-LOCAL	179	32.7
Grand Total	711	

# April 2020 - March 2021

<b>Employment Status</b>	Count of EmpNo	%
SUBCON-FOREIGN	482	
SUBCON-LOCAL	171	31.3
Grand Total	653	

# April 2021 - March 2022

<b>Employment Status</b>	Count of EmpNo	%
SUBCON-FOREIGN	454	
SUBCON-LOCAL	213	30.2
Grand Total	667	

# Summary of staff those absorb after completion internship (2016 - 2021)

Row Labels	Count of NAME
HQ (SHAH ALAM)	10
PA (PAPAMY INPLANT)	1
PK (PORT KLANG)	1
PN (PENANG PRAI)	6
S2 (SHAH ALAM 2)	1
SA (SHAH ALAM WAREHOUSE)	16
TP (TANJUNG PELEPAS)	2
WP (WEST PORT)	1
YK (KLIA)	2
YP (BAYAN LEPAS)	2
Grand Total	42

Amount of time spent on employee development training to enhance knowledge or individual skills:

Below is the general trainings that have added in training hours.

Type of Training	Month & Year	No. of Employee	Training Hours
Compliance Awareness Briefing (Anti-Trust & Anti Bribery)			
Session A	April 2021	109	2
Session B Session C	April 2021 April 2021	60 32	2 2
Email Etiquette Training			
<ul><li>Northern</li><li>Shah Alam</li></ul>	May 2021 January 2022	13 13	8 8
Customer Service Training	August 2021	10	12
Project D : Development Training	August 2021	12	8
,	August 2021	18	2
	September 2021	12	2
	September 2021	25	
Power BI Desktop Training (Intermediate)	October 2021	10	8
Power BI Desktop Training (Advance)	November 2021	10	16
Webinar Series : ESG and Sustainability Reporting	December 2021	2	4
Seminar on Custom Procedure	December 2021	4	8
Refreshment on Custom Declaration Form	January 2022	14	8
Food Handler Training	January 2022	5	4
Basic Cargo Skills Course			
First Session	January 2022	22	24
Second Session	January 2022	19	24
Do It Right First Time (DRIFT) Training	January 2022	9	8
Effective Leadership Communication Training	January 2022	10	16
Time Management Training	March 2022	11	8

Training for warehouse employee

Type of Training	Month & Year	No. of Employee	Training Hours
Dangerous Goods Regulations – Refresher	June 2021	1	16
	August 2021	1	16
	October 2021	1	16
IATA Dangerous Goods Regulations Course - Initial	December 2021	2	40
	January 2022	1	40

#### Training for drivers

Type of Training	Month & Year	No. of Employee	Training Hours
Hamzat Transport Driver Permit (HTDP) Course	July 2021	1	8
Lorry Driver Defensive & Safety Training - Bangi - Shah Alam - Northern - Ipoh	October 2021	18	8
	November 2021	16	8
	November 2021	22	8
	December 2021	12	8
Driver Defensive, Safety & Eco Training	January 2022	15	8
	March 2022	22	8
HINO Driver Familiarization Training	February 2022	11	16
	March 2022	10	16
Actross Mercedez Training (Northern)	March 2022	21	8

Training for warehouse general workers

Type of Training	Month & Year	No. of Employee	Training Hours
Forklift Training and New Certification Licensing - Northern - Shah Alam	November 2021	10	8
	November 2021	12	8
Latihan Pengendalian dan Keselamatan	January 2022	26	8
Jenangkut (Forklift)	February 2022	12	8

634 employee involved in our training for the financial year under review and total number of training hours were 432 hours. Each employee manage to have at least 0.68 hours training.

#### **Our Response to Covid-19 Epidemic Phase**

The wellbeing of the employees, business partners and communities remained the top priority to us. The Committees work tirelessly in ensuring all the employees adapt to the new normal and follows strictly to the SOP implemented by the authorities from time to time and all other safety and precautionary measures undertaken by the Group.

The Management reviews the business continuity plans regularly to ensure it adapts to the endemic and also requesting the operation teams and branches to response rapidly to meet the recommendations of government authorities and at the same time support those affected as much as possible. The Management has also expanded information sharing and collaboration across teams and branches to mitigate operations disruption.

As a responsible corporate citizen and in order to protect workplace safety and business continuity, our Company has determined that it is mandatory for all employees (except those with valid reasons) to be vaccinated against COVID-19. This is important as our company takes all necessary steps to ensure all employees' health and well-being. Vaccination is the primary way to put the pandemic behind us and to ensure our business continuity.

#### Governance

TASCO as a public listed company listed at the Main Market of Bursa Malaysia Securities Berhad, apart from the Listing Requirements of Bursa Malaysia, Malaysian Code on Corporate Governance 2017, the Companies Act 2016 and other rules and regulations from Malaysia regulatory bodies, the Group has set forth the Code of Conduct for all directors and employees belonging to the Group to observe and refer to for proper and ethical behaviour.

Our employee Code of Conduct clearly mandates compliance with various international laws governing our business and also mandates that we do not use corrupt or prohibited methods, such as entertainment and gifts to public officials domestically or internationally, and the Group's strong practice is to vigorously enforce that policy. To ensure our employees are aware of the Code of Conduct, our Group organises trainings on a periodic basis

# **Full Compliance with the Antitrust Law**

We commit to comply with the Competition Act 2010 of Malaysia, and any other laws and regulations to maintain fair trade and competition in all countries where the Group operates. We will not engage in cartel behaviour, acts that impede free and fair competition nor any other act that may invite suspicious of such behaviour. We assure that we do not promote nor participate in any meetings to discuss matters that could lead to the restriction of fair competition in the market.

Upon dealing with business partners, we assure that we will not use our dominant bargaining position to delay or refuse payments, unjustly return or refuse acceptance of products or services of subcontractors.

Training for employee on the anti-corruption policy conducted on 150 employees. It covers the elements of corruption which include bribery. The training was conducted based on yearly basis by TASCO covers all aspect of corruption from individual into responsibility towards company and obeying the prohibition of corruption. Inside the training, TASCO provide the material notes and quiz test through e-learning which relates to the training material. It involves all level of employees of TASCO.

There is no reported instance on any anti-trust law violations or incident happened in our group.

#### **Business Ethics**

We blend the principles on business and human rights; to protect, to respect and access to remedy as fundamental in our business ethics which in line with the United Nations guidelines. A broad perspective on business ethics, looking at both responsibility, opportunity and risk related to our goal of promoting sustainable trade and a better society.

To mitigate key risks, we focus on all compliance topics including anti-corruption and sanctions as well as data ethics

# **Prohibition of Bribery**

The Group requires that our employees and our authorised agents who carry out our operations and our business partners observe the Malaysian Anti-Corruption Commission Act, the US Foreign Corrupt Practice Act, the UK Bribery Act, the Chinese Criminal Law and Anti-Injustice Law, Japan Unfair Competition Prevention Law and any other law which prohibits corrupt practices and bribery.

Domestically or internationally, against any public or private individuals, direct or indirectly, we will not provide, offer or promise to pay, nor will we accept, request or agree to receive any sort of bribe or similar transaction in order to gain unlawful benefit.

There is no reported instance on any anti-corruption law violations or incident happened in our group.

#### **Gift-Giving and Entertainment**

The Group will not engage in gift-giving and business entertainment exceeding the norms of social etiquette in our relationship with our customers and business partners. Also, we shall not accept gifts, entertainment and etc, that may lead to personal gain.

#### **Prohibiting Conflict of Interest**

Except with the approval of the Company, individuals belonging to the Group will not serve as director, advisor, employee, agent, etc., for other business enterprises or organisations. We engage vendors in trade with fairness and impartiality and will not compromise the interests of the Company by promoting the interests of one individual, relatives, friends or acquaintances or designated organisations.

#### Focus on Third-Party Labour

### Supplier Code of Conduct

In recent years, with the global issues such as violation of human rights, bribery, and acts of environmental destruction having emerged with the globalization of supply chains, it is required to address compliance activities for not only individual companies but also all associated entities in the supply chains.

For this reason, we expect our suppliers, who is assigned to provide service for our customers on our behalf, to have a common understanding of business ethics standard. In line with this concept, we would like to request all suppliers to be committed to practicing the code as set forth below.

Services of Outstanding Quality and Safety

Supplier ensures the services of outstanding quality and safety with careful attention to fairness and integrity.

2. Compliance with Laws and International Rules

Supplier is committed to complying with all laws and regulations, both domestically and internationally. With respect to the business operations, Supplier engages in ethical business practices such as obtaining permits and approvals required by regulatory requirements.

3. Full Compliance with the Antitrust Law

Supplier is committed to complying with antitrust / anti-competition laws and regulations to maintain fair trade and competition.

4. Prohibition of Bribery

Supplier is committed to complying with all applicable laws and regulations that prohibit corrupt practices and bribery. Domestically or internationally, directly or indirectly, against any public or private individual, Supplier will not give, offer , promise to pay anything of value for the purpose of improperly obtaining or maintaining business advantage.

5. Prohibiting Conflict of Interest

In order to avoid conflict of interest in the business transaction, if supplier employee has a personal relationship with any YL Group employee (such as family member, relative, or friend), the supplier must not take any action that effects YL Group's purchasing judgement.

- 6. Respect for Human Rights
  - (1) Supplier respects international norms on human rights and will not engage in acts that violate human rights and the dignity of the private individual in any of its business activities.
  - (2) Supplier respects the rights of all persons and will not engage in discriminatory action based on gender, age, nationality, ethnicity, creed, religion, occupation, social status, appearance, illness or disability.
  - (3) Supplier is strongly opposed to all kinds of modern slavery and human trafficking, and shall not engage in inhumane acts such as forced labor, and child labor. Furthermore, Supplier will not conduct business with any organization that engages in such inhumane acts.

#### 7. Assuring a Safe and Healthy Work Environment

- (1) Supplier is requested to maintain a safe and healthy work environment and will also engage in the prevention of accidents and occupational injury.
- (2) Supplier will strive to keep the work environment comfortable for the workers by actively conducting measures that maintain and promote the sound physical and mental health of workers.

#### 8. Rejecting Transactions with Antisocial Forces

Supplier will not be involved in terrorism, money laundering or any other form of organized crime and will furthermore conduct careful study into the processes for transactions to ensure they are not used in such crimes.

# 9. Environmental Protection and Compliance

Supplier observe and comply with treaties, laws, regulations, and rules related to environmental protection and make efforts for environmental preservation.

### 10. Information Management and Administration

- (1) Supplier shall comply with all laws and regulations concerning information security, and implement strict information management.
- (2) Supplier shall pay attention to the handling of personal information and confidential information, and establish appropriate organizational system to prevent from information leakage. If a confidentiality agreement is concluded, Supplier will comply with the terms of the agreement.

# 11. Supply Chain

Supplier encourages its suppliers and subcontractors comply with this Supplier Code of Conduct.

#### **Data Ethics**

We recognizes the need for the proper management of personal information as we aim for high ethical standards in their use, and we handle such information in our possession in accordance with the following principles:

#### Collection of Personal Information

We will collect and process your personal information (regardless of electronic or non-electronic information) lawfully, fairly and in a transparent manner only to the extent necessary for providing our services or performing our contractual obligations.

# 2. Data minimization

We will keep personal information adequate, relevant and limited to what is necessary in relation to the purpose for which it was provided. We will not collect personal information in advance or store personal information for future purposes, unless required or permitted by laws or regulations.

#### 3. Intended Use of Personal Information

We will only use the personal information for one or more specified and legitimate purposes. Personal information will not be used or processed in any manner incompatible with those purposes. When we need to use your personal information beyond the scope of such purposes, we shall obtain your consent, except when extended use would be permitted by laws or regulations.

#### Accuracy

We will keep personal information accurate and up-to-date and shall take all reasonable steps to ensure that personal information that is inaccurate will be removed or rectified without delay.

# 5. Limited retention

We will keep personal information no longer than is necessary for the purposes for which the personal information was provided. Unless otherwise permitted by laws and regulations, personal information that is no longer needed or relevant will be purged or deleted.

# 6. Management of Personal Information

Your personal information is subject to data secrecy. In managing personal information, we assign an officer in charge of handling personal information, and take appropriate and adequate protective measures on a technical and organizational level against unauthorized or unlawful use and processing.

# 7. Provision to Third Parties

Unless otherwise permitted by laws and regulations, we will not provide your personal information to any third party without your consent. In addition, your personal information will not be transferred to another country or territory unless that country or territory will ensure an adequate level of data protection.

### **MOVING FORWARD**

As a conscientious corporate citizen, the group genuinely committed to balancing out our good economic performance with responsible Environment and Social consideration. Even as we focus our efforts on delivering a sustainable performance on the Economic, Environmental and Social fronts, we will work hard to ensure that the notion of sustainability becomes embedded within our working culture in a more prominent manner.