

# CORPORATE SOCIAL RESPONSIBILITY POLICY

Adopted by the Corporate Social Responsibility Committee

## **1. Terms of reference**

The terms of reference of the Corporate Social Responsibility Committee, inter alia, consists of reviewing the overall CSR Policy, social activities, awareness programme, execution of projects related to CSR, spending money for social and environmental cause of the Company. The recommendations of the Corporate Social Responsibility Committee are considered and approved by the Board of Directors. The Company Secretary is the Secretary to the Committee.

## **2. Corporate and Social Responsibility Policy**

Corporate Social Responsibility is defined as the integration of business operations and values, whereby the interests of all stakeholders including investors, customers, employees, the community and the environment are reflected in the company's policies and actions. These rules set the standards for the way we interact with society at large and the environment around us. They may be supplemented from time to time by additional policy statements and guidelines.

## **3. Commitment**

We are committed to:

- Continuous improvement in our Corporate and Social Responsibility (CSR) strategy;
- Encouraging our business partners to strive for matching performance;
- Acting in a socially responsible way;
- Continually improving our performance and meeting all relevant legislation;
- Encouraging our staff to be mindful of the effect of their actions on any natural resource.

## **4. Purpose & Aim**

The purpose of the policy is to make clear to all stakeholders what we mean by CSR and how we propose to work towards achieving it. The CSR policy applies throughout all our activities and services.

In implementing this policy we aim to:

- Be responsible;
- Be an exemplar of good practice.
- We believe that a responsible approach to developing relationships between companies and the communities they serve, global or local, is a vital part of delivering business success
- When carrying out our business, in consultation with our customers, we will determine the environmental, social and economic issues;
  - (a) a commitment to the society
  - (b) practical financial assistance, sponsored programmes, and free products and services to a wide range of educational, charitable, cultural, community, and environmental causes
  - (c) community support through the sponsorship of worthy initiatives in the field of education and training programmes;
  - (d) corporate sponsorship in support of innovative and caring community programmes and services for deprived community groups;
  - (e) facilitation services designed to enhance, educate and enable communication requirements with others among needy people, including equipping this group with an up-to-date knowledge; and
  - (f) the mobilisation and organisation of our employees to provide corporate community volunteer services.
  - (g) providing infrastructure & other facilities for Schools & Hospitals.

## **5. ENVIRONMENTAL RESPONSIBILITIES**

- (a) aim to exemplify best industry practice and give high priority to the protection of the environment
- (c) consider the environmental impacts of our products and services throughout their full life cycle, including any disposal impacts;
- (d) ensure resources are not wasted and that, so far as is reasonably practicable, materials and goods are reused or recycled with the disposal of any remaining waste occurring in a responsible manner;
- (j) support new technology which has the potential to provide long-term environmental benefits.

## **6. REVIEW AND DISCLOSURE**

### **6.1 Board**

The Board shall review the Corporate Responsibility Policy continuously and make necessary changes from time to time depends upon the regulations and to meet the objectives of the policy. The CSR activities will be covered as part of the Board Report.

### **6.2 Corporate Social Responsibility Committee**

The Corporate Social Responsibility Committee is responsible for the monitoring, implementation and review of this policy. The CSR Committee will provide recommendations to the Board as to how to effectively structure and facilitate implementing CSR strategy, which will meet the needs of the Company.

## **7. REVIEW**

The Board will review the contents of, and compliance with, this Policy regularly.