

GLENEALY PLANTATIONS SDN BHD

Health and Safety Policy

1. Policy Purpose

- 1.1 Glenealy Plantations Sdn Bhd (GPSB) Group of Companies and its subsidiaries (“GPSB Group” or the “Group”) view Health and Safety as crucial elements to the successful operation of its business activities. At GPSB Group, people are the most valuable asset, and their safety and well-being must be ensured to enable the Group to achieve its objectives.
- 1.2 The Group is committed to incorporate safe systems of work in the planning and execution of all its operational activities, with the aim of minimising health and safety risks in line with the Occupational Safety and Health Act (1994), as well as acceptable industry and international standards.

2. Application

- 2.1 This Policy applies to:
 - GPSB Group;
 - All Employees (as defined in Paragraph 3); and
 - Outside Parties (as defined in Paragraph 3 below).
- 2.2 The Group takes any acts of breach concerning this Policy seriously, which may result in disciplinary action commensurate with the severity of the offence.

3. Definition

- 3.1 “**Employees**” refer to individuals working at all levels and grades, including senior managers, officers, nominees, employees (whether permanent, fixed-term or temporary), trainees, seconded staff, casual workers and agency staff, of The Business, wherever located (collectively referred to as employees in this policy) and directors. This includes employees on secondment to joint ventures, affiliates or associates. Creation of discriminatory work conditions;
- 3.2 “**Outside Parties**” refers to persons at GPSB premise for a given purpose, for example, couriers, delivery workers, vendors, contractors, business partners and invited guests.
- 3.3 “**Work-related incident**” refers to any unintended event that occurs in the course of work at GPSB premises that may result in an injury, ill health and/or property losses, including near-miss.

3.4 “**Emergencies**” refers unforeseen situations that threaten GPSB Group’s Employees, customers, or the public; disrupt or shut down operations; or cause physical or environmental damage.

3.5 “**Health and safety hazards**” refers to sources or conditions at the workplace with potential to harm in terms of injury or ill-health to Employees, damage to company properties, environment or a combination of these.

4. Guidance

Safe Working Environment

4.1 It is the duty of all GPSB Heads of business operations to ensure safe working environment in GPSB premises in so far as practicable, through:

- the provision of well-maintained plant and equipment,
- well instructed work methods and systems of training,
- provision of relevant personal protective equipment (PPE) in accordance to required countermeasures for prevailing health and safety risks
- well-maintained and safe access to and egress from work places
- amenities that is suitable and sufficient for welfare.

4.2 A Suitable Emergency Response Plan (ERP) shall be established for every operating unit to guide appropriate emergency resources and actions to preserve the well-being of personnel and company properties during emergencies.

4.3 A planned preventive maintenance programme, incorporating post maintenance inspection on for e.g. fire safety equipment. This should be in place to ensure that maintenance work is carried out effectively and safely.

4.4 Safe chemical handling involving the use, storage and/or disposal shall be practiced at all premises and oversee by competent personnel.

Establishment of Health & Safety Committee (HSC)

4.5 Health & Safety Committee shall be established in every operating unit incorporating Management and Employees representation to inculcate shared responsibility and accountability in the health and safety of the unit. The HSC shall perform the function to assist in the review and continual improvements of the health and safety management at the unit.

Incident Reporting and Investigation

4.6 Whenever work-related incident occur, it shall be reported to the relevant authority, management and the HSC in a timely manner.

4.7 All incidents shall be investigated by the HSC or investigation team led by competent safety and health officer (SHO) to determine root causes so that remedial actions can be taken to ensure that the repeat of such incident can be avoided.

Risk management of Workplace Hazards

4.8 Risk management is a component of the health and safety management framework adopted by GPSB. It requires the identification of the health and safety hazards at every workplace, the

assessment of the corresponding risks and the mitigation controls in place to minimize such risks. It is the duty of all Heads of operations to oversee the risk management in their unit.

5. Administration

Communications and Implementation

5.1 Employees shall familiarise, understand and comply with this policy. All employees are responsible to cooperate in all matters in compliance with all relevant laws, regulations, guidelines and specific Health & Safety instruction, procedures and plans that are applicable to the respective workplaces.

5.2 Adequate information, work instruction, safety training and supervision is provided to all Employees to enhance work competencies, skills and awareness in Health and Safety. Employees and Outside Parties should be informed about all identified risks for safety and health in their respective activities. They should also be made aware of the relevant laws, regulations, requirements, codes of practices, instructions and advice relating to prevention of accidents and diseases.

Policy Review

5.3 The Health & Safety Policy shall be reviewed once every two years, to maintain compliance with applicable laws and regulations to accommodate organisational changes. This is carried out by GPSB Group's Health & Safety Management Committee (HSMC).

5.4 The Group's HSMC shall review management compliance with this policy and procedure and recommend improvements or updates as necessary towards its continued effectiveness.

6. References

6.1 Malaysian Occupational Safety and Health Act, 1994

7. Policy Distribution

7.1 All Employees in GPSB Group

Date: 01 Feb 2021