



JENTAYU SUSTAINABLES BERHAD

Registration No: 197501000834 (22146-T)

(Incorporated in Malaysia)

OCCUPATIONAL SAFETY & HEALTH POLICY Version 1.0

1.0 BACKGROUND

- 1.1 **Jentayu Sustainables Berhad and its subsidiary companies ("the Group")** are committed to upholding compliance with the **Occupational Safety and Health Act ("OSHA") 1994**. Recognising the paramount importance of creating and maintaining a safe, healthy, and comfortable working environment, the Group extends its commitment to staff, clients, and all other visitors.
- 1.2 The Group firmly believes that a robust health and safety programme is an integral part of sound management practices. With this in mind, the **Occupational Safety and Health Policy ("the Policy")** aims to ensure the highest standards of occupational safety and health across all operations of the Group, fostering a culture of prevention, accountability, and continuous improvement.

2.0 OBJECTIVES

- 2.1 The objectives of this Policy are as follows:
- 2.1.1 Demonstrate the unwavering commitment of the Group's management and workers to prioritise safety and health as fundamental values within the organisation.
 - 2.1.2 Identify, assess, and effectively mitigate or minimise risks to the health, safety, and welfare of all workers, contractors, visitors, and any individuals who may be affected by the business operations of the Group.
 - 2.1.3 Foster a culture of proactive safety by ensuring that all work activities are conducted in a manner that prioritises the well-being of individuals involved, with a focus on maintaining safe working conditions, utilising appropriate safeguards, and adhering to established procedures and best practises.

3.0 SCOPE

- 3.1 The Policy applies to all work locations within the Group. It applies to all employees, contractors, clients, and other visitors associated with the organisation. The Policy establishes the guiding principles that govern our operations and emphasises the health and safety of individuals within our sphere of influence. Additionally, specific policies and rules may be implemented for certain business units to address their unique requirements and potential risks.

4.0 OCCUPATIONAL SAFETY AND HEALTH REPRESENTATIVE OR DELEGATED PERSONNEL

4.1 The Chief Executive Officer (CEO) of the Group holds the authority to appoint the Occupational Safety and Health Representative or delegated personnel, as well as establishing the Occupational Safety and Health (OSH) Committee. The Committee shall be composed of:

4.1.1 The Chairman of the OSH Committee shall be the CEO or any C-suite officer.

4.1.2 The Secretary of the OSH Committee shall be selected from a member of the Senior Management of the Group.

4.1.3 An appointed representative from the employer of every active subsidiary company shall be part of the OSH Committee.

4.1.4 An appointed representative from the employees of every active subsidiary company shall be part of the OSH Committee.

4.2 The Occupational Safety and Health (OSH) Representative plays a vital role in ensuring the implementation of workplace safety and health as far as practicable. The responsibilities include

4.2.1 Ensure the implementation of safety measures to create a safe work environment.

4.2.2 Conduct regular inspections to identify hazards, perform risk assessments, and develop control measures.

4.2.3 Promote safety awareness among employees through training, communication, and awareness campaigns.

4.2.4 Ensure compliance with Occupational Safety and Health (OSH) regulations and standards.

4.2.5 Conduct thorough investigations of incidents and accidents to determine their causes and contributing factors.

4.2.6 Provide guidance and training to employees on safe work practices and procedures.

4.2.7 Serve as a point of contact for employees to report safety concerns and act as a liaison between the employer and employees to address safety issues effectively.

By actively monitoring and addressing potential risks, the OSH Representative monitor/advise/inspect to maintain a safe and healthy working environment.

5.0 ROLES AND RESPONSIBILITIES

5.1 Management Commitment and Leadership

In order to fulfil our commitment to occupational safety and health, management at all levels within the Group shall undertake the following responsibilities:

- 5.1.1 Provide and maintain a safe working environment at all work locations, implementing appropriate measures to identify, assess, and control hazards and risks.
- 5.1.2 Establish and maintain safe systems of work, ensuring that standard operating procedures and practices are in place and adhered to by all employees.
- 5.1.3 Provide necessary facilities and resources to promote the welfare of workers, such as appropriate amenities and access to first aid provisions.
- 5.1.4 Ensure the provision of comprehensive information, instruction, training, and supervision to workers, ensuring they possess the necessary knowledge and skills to perform their work safely and protect their health.
- 5.1.5 Demonstrate a commitment to consult and collaborate with workers on all matters pertaining to health and safety in the workplace, actively seeking and considering their input, and involving them in decision-making processes.

5.2 Employee Participation

In order to fulfil our commitment to occupational safety and health, employees at all levels within the Group shall undertake the following responsibilities:

- 5.2.1 Comply with safe work practices, ensuring that they adhere to established procedures and guidelines to prevent injuries to themselves and others.
- 5.2.2 Take reasonable care of their own health and safety, as well as the health and safety of others who may be affected by their actions or omissions.
- 5.2.3 Wear appropriate personal protective gear and clothing as required for specific tasks or hazardous conditions.
- 5.2.4 Follow all directions and instructions provided by management regarding health and safety matters, recognising that these directives are in place to ensure the well-being of all individuals in the workplace.
- 5.2.5 Refrain from misusing or interfering with any equipment, machinery, or systems provided for health and safety purposes.
- 5.2.6 Immediately report all accidents and incidents that occur in the workplace to the OSH Representative or OSH Committee enabling prompt investigation and appropriate action.
- 5.2.7 Report all known or observed hazards to their immediate superiors, contributing to the identification and mitigation of risks.
- 5.2.8 Maintain a clean and safe work area by adhering to good housekeeping practises and keeping workspaces organised and free from potential hazards.
- 5.2.9 Adhere to non-smoking regulations, respecting designated smoking areas or refraining from smoking altogether in areas where smoking is prohibited.

- 5.2.10 Avoid blocking access to fire extinguishers, ensuring that these essential safety equipment remain easily accessible in case of emergencies.
 - 5.2.11 Refrain from engaging in activities that deviate from ordinary and reasonable practises, recognising the importance of following established protocols and procedures.
 - 5.2.12 Avoid interfering with anything provided to safeguard their health and safety, such as safety equipment, warning signs, or barriers.
 - 5.2.13 Read and thoroughly understand the content of this Policy, recognising its significance in promoting a safe and healthy work environment.
- 5.3 Occupational Safety and Health Committee
- 5.3.1 Ensure office conditions are regularly checked to ensure the implementation of safe work practices.
 - 5.3.2 Conduct thorough investigations of workplace accidents to determine the root causes and contributing factors.
 - 5.3.3 Take prompt and appropriate actions based on investigation findings to prevent the recurrence of similar accidents.
 - 5.3.4 Collaborate with the building management to annually inspect and verify the condition of escape routes.
 - 5.3.5 Ensure that all alarms and fire extinguishers are annually maintained and checked by the building management and security.
 - 5.3.6 Establish and maintain an Emergency Response Team (ERT) comprising trained individuals responsible for promptly responding to emergencies and ensuring the safety and well-being of all personnel.

6.0 TRAINING AND DEVELOPMENT

- 6.1 All employees are required to attend job-related training programmes. This includes the following:
 - 6.1.1 Induction training for all employees to familiarise them with safety and health procedures.
 - 6.1.2 The building management, in collaboration with Jabatan Bomba dan Penyelamat (Fire and Rescue Department), conducts annual training and briefings for all appointed Floor Safety Wardens (FSW). These sessions aim to enhance their knowledge and skills in emergency response and evacuation procedures.

7.0 POLICY OVERVIEW

- 7.1 Occupational Stress
 - 7.1.1 The Group acknowledges that occupational stress poses a significant health hazard that can adversely impact productivity in the workplace. To address this concern, the

Group places great importance on promoting work-life balance and fostering open communication as essential components of a healthy work environment.

- 7.1.2 The Group understands that workplace hazards extend beyond physical and chemical factors and can also manifest in the organisational structure and work processes. Therefore, it is crucial for employees to be proactive in identifying and managing potential stress risks within their control.
- 7.2 Smoke and Vape Free Place
 - 7.2.1 The building management has implemented a comprehensive smoke-free policy within the Menara Felda building, including the prohibition of vaping activities. This policy ensures that smoking, including the use of e-cigarettes and other vape devices, is strictly prohibited in all areas of the building, including the staircases. To maintain a healthy and smoke-free environment for all occupants and visitors, smoking and vaping are only permitted in the designated smoking area located at Level 10, as well as the open area outside the building.
- 7.3 Office Safety and Security
 - 7.3.1 The Group is committed to conducting all work in offices using safe work practices as outlined in Appendix I. It is our priority to maintain office and administrative areas free from recognised hazards. To ensure a safe working environment, we rely on the vigilance of all staff members to report any hazards they observe to the OSH Representative or OSH Committee or deligated personnel for prompt action.
- 7.4 Children at Office
 - 7.4.1 In the event an employee needs to bring their children to work due to an emergency situation, they are allowed to do so, provided they have obtained prior approval from the respective Head of Department/Division. It is the employee's responsibility to ensure that their children do not distract other employees in the office. If the children are unwell, they should not be brought to the office to prevent the spread of contagious diseases in the workplace.
- 7.5 First Aid Kit
 - 7.5.1 The Group acknowledges its responsibility, as required by OSHA, to provide first aid assistance to any employee who sustains an injury while working at the office.
 - 7.5.2 Therefore, The Group shall, to the extent reasonably practicable, ensure that employees are informed about the following:
 - 7.5.2.1 The availability of first aid facilities in the workplace.
 - 7.5.2.2 The location of the first aid kit.
 - 7.5.2.3 The procedures to be followed when using the first aid kit.
 - 7.5.3 The OSH Representative or OSH Committee is responsible for ensuring the proper maintenance of the first aid kit to ensure its safe usage by employees.

7.5.4 It is imperative that all injuries are reported immediately to the OSH Representative or OSH Committee for further action and appropriate follow-up.

7.6 Environmentally Sustainable Workplace

7.6.1 The Group acknowledges the importance of sustaining the environment by implementing practises that minimise environmental damage. This includes reducing the consumption of non-renewable energy and resources.

7.6.2 The Group strongly encourages all employees to actively participate in safeguarding their working environment and promoting the health of the planet. This includes minimising the use of resources such as paper, electricity, and plastic within the workplace.

7.6.3 Employees are specifically encouraged to reduce paper consumption by recycling paper and utilising both sides before disposal. This simple practise helps minimise waste and promotes responsible resource management.

7.7 Fire Emergency/Evacuation

7.7.1 It is essential that every employee is familiar with the location of fire extinguishers, emergency exits, and the fire alarm system within the workplace.

7.7.2 Please refer to Appendix II for the Standard Operating Procedures (SOPs) regarding the evacuation procedure. During a fire emergency, employees must follow the instructions provided by the Floor Safety Warden (FSW).

7.7.3 The specific procedures for fire emergencies and evacuations are outlined in Appendix II. In the event of an emergency, it is crucial to adhere to the instructions given by the FSW at all times to ensure the safety and well-being of everyone.

7.8 General Emergency Guidelines

In the event of an emergency, it is important to follow the guidelines outlined below:

7.8.1 Assess the risk to yourself and others in the immediate vicinity.

7.8.2 Take a moment to think before acting and consider the most appropriate course of action based on the nature of the emergency.

7.8.3 Prioritise the protection of yourself and others by seeking safe locations or utilising protective measures as necessary.

7.8.4 If required, evacuate yourself and others from the affected area following designated evacuation routes and procedures.

7.8.5 In the case of chemical or radioactive contamination, promptly remove any contaminated clothing and thoroughly wash any exposed areas of the body. Avoid spreading the contamination to clean areas.

7.8.6 Attend to anyone who is injured, providing necessary first aid or seeking medical assistance as required.

- 7.8.7 Close off the affected area to personnel by closing doors, posting warnings, or using other appropriate means to restrict access.
- 7.8.8 If possible, turn off any potential ignition sources to minimize the risk of fire or further escalation of the emergency.
- 7.8.9 Notify the OSH Representative or OSH Committee immediately, providing them with accurate information about the emergency situation.

7.9 Risk Assessment

- 7.9.1 The OSH Representative or OSH Committee is responsible for conducting risk assessments in the event of an incident. The findings of the risk assessment will be reported to the respective Head of Department/Division for further action.
- 7.9.2 Based on the risk assessment findings, the OSH Representative or OSH Committee will determine the necessary actions to remove or control the identified risks.
- 7.9.3 It is the responsibility of the OSH Representative or OSH Committee to ensure the implementation of the required actions and to monitor their effectiveness in removing or reducing the risks.
- 7.9.4 Any new potential risks that arise should be promptly reported to the OSH Representative or OSH Committee for further assessment and appropriate action.

7.10 Safety and Maintenance of Office Equipment

- 7.10.1 The responsibility for identifying office equipment requiring maintenance and ensuring the timely implementation of scheduled maintenance lies with the OSH Representative or OSH Committee.
- 7.10.2 If any issues or problems are encountered with the office equipment, employees should promptly report them to the OSH Representative or OSH Committee.
- 7.10.3 The OSH Representative or OSH Committee holds the responsibility of ensuring that new office equipment meets the required health and safety standards before making any purchases.

7.11 Accident and Work-Related Ill Health

- 7.11.1 The OSH Representative or OSH Committee in collaboration with the building management/security, will arrange for health surveillance activities as required.
- 7.11.2 Records of health surveillance will be maintained by the OSH Representative or OSH Committee.
- 7.11.3 All accidents and cases of work-related ill health must be documented in the accident registry book, which will be kept within the OSH Representative or OSH Committee.
- 7.11.4 The responsibility of reporting all accidents, work-related diseases, and dangerous occurrences lies with the OSH Representative or OSH Committee. These incidents

should be reported to the Building Management, Disaster Recovery Team, and relevant enforcing authorities.

8.0 CONCLUSION

The Group is fully committed to the principles outlined in this Occupational Safety and Health (OSH) policy. The Group firmly believes that prioritising the safety and health of employees and stakeholders is not only a legal and regulatory requirement but also a moral obligation. By establishing a safe and healthy work environment, providing the necessary resources and training, and fostering a culture of safety consciousness, the Group aims to create an atmosphere where everyone feels secure, valued, and motivated to perform at their best. The Group also believes a review is a vital part in preserving the validity and effectiveness of the policy. Therefore, monitoring and updating on a regular basis will ensure a positive health and safety performance.

Appendix I: Safe Work Practices

Maintaining a safe work environment is crucial for the well-being of everyone in the office. To ensure the safety of employees, it is important to follow safe work practices and be aware of potential hazards. The following guidelines outline the safe work practices that should be observed in the office:

1. Safeguard the sharp edges of furniture to prevent personal injury.
2. Practise good housekeeping by keeping floors clear of tripping hazards and ensuring waste cans are not overfilled.
3. Immediately clean up spills to prevent slipping accidents.
4. Report any defects, such as loose tiles, broken steps, railings, doors, and more, to OSH Representative or OSH Committee.
5. Store razor blades, tacks, and other sharp objects in closed containers.
6. Use the appropriate tool for each task (e.g., a staple remover for removing staples).
7. Avoid overloading electrical outlets and refrain from plugging multiple outlet strips into one another.
8. Immediately report damaged electrical cords, broken switches, loose connections, or exposed wires to the OSH Representative or OSH Committee.
9. Unplug any office machine that emits smoke, sparks, or delivers an electrical shock and have it inspected by repair personnel.
10. Prevent tipping accidents by not overloading the top drawers of filing cabinets and opening only one drawer at a time.
11. Keep files and desk drawers closed when not in use to prevent tripping accidents.
12. Use proper lifting techniques and seek assistance from personnel skilled in moving heavy objects.
13. Utilise safety stools or ladders for climbing instead of swivel chairs or step stools.
14. Exercise caution when handling flammable liquids, storing only the necessary quantities in a well-ventilated area away from heat or ignition sources.
15. Ensure office doors are free from obstructions to allow for easy exits in case of an emergency.
16. Use cable covers to protect wiring and prevent tripping hazards when running cables or electrical cords across the floor.
17. Do not cover air vents or obstruct airflow from registers, and avoid placing furniture or equipment in locations that hinder air movement around thermostats.
18. Report any observed pest control problems to the OSH Representative or OSH Committee.

Appendix II: Fire Emergency/Evacuation Flowchart

