

Paperless Office Policy

JENTAYU Group
of Companies



	STRATEGY & SUSTAINABILITY POLICIES & PROCEDURES	Reference No	SSPP 1.0
SECTION	SUSTAINABILITY INITIATIVE	Effective Date	08/08/2023
SUB-SECTION		Revision Date	-
POLICY	PAPERLESS POLICY	Page	1 OF 2
PREPARED BY :	NAME :	SIGNATURE :	
CHIEF STRATEGY & SUSTAINABILITY OFFICER	M SATYA RIAYATSYAH SYAFRUDDIN		
APPROVED BY :	NAME :	SIGNATURE :	
CHIEF EXECUTIVE OFFICER	JEEFRI B MUHAMAD YUSUP		

1.0 The Purpose

- 1.1 The purpose of this Paperless Policy (henceforth: the Policy) is to reduce paper consumption and increase sustainability efforts in Jentayu Sustainables Berhad (henceforth: JSB Group). The Policy aims to promote electronic communication, minimize paper waste, and support the transition to a more digital and sustainable workplace.
- 1.2 In our paperless environment, we can easily store documents such as reports, invoices, and letters in electronic form on a centralised hard drive. This eliminates the need for cumbersome physical files and free up valuable office space. By implementing a paperless office, we can;
- 1.2.1 Improve our business operations in several ways, including enhancing the speed, security, and accuracy of document processing and retrieval.
- 1.2.2 Eliminate the need for extra physical storage space for department files, making it easier for us to manage and organise our documents.
- 1.2.3 Reduce the expenses on paper, printing, ink, storage space, and postage can result in significant cost savings over time.

2.0 The Policy

- 2.1 Employees must communicate electronically whenever possible, including through email, instant messaging, and video conferencing.
- 2.2 Employees must avoid printing documents unnecessarily and use digital documents whenever possible.
- 2.3 All meeting agendas, minutes, reports, and other relevant documents should be distributed electronically, and only printed when necessary.
- 2.4 All incoming mail and documents should be scanned and saved electronically, and the original paper documents should be recycled.
- 2.5 All outgoing mail should be sent electronically whenever possible and printed only when necessary.
- 2.6 All business transactions and financial records should be processed electronically.
- 2.7 All contracts, agreements, and legal documents should be signed electronically whenever possible, and printed only when necessary.

	STRATEGY & SUSTAINABILITY POLICIES & PROCEDURES	Reference No	SSPP 1.0
SECTION	SUSTAINABILITY INITIATIVE	Effective Date	08/08/2023
SUB-SECTION		Revision Date	-
POLICY	PAPERLESS POLICY	Page	2 OF 2

2.8 All company policies and procedures should be made available electronically and printed only when necessary.

3.0 Implementation

3.1 Business documents, scanned documents or files must be saved on Microsoft SharePoint.

3.2 Microsoft Teams Meeting is JSB Group's preferred online communication channel for conducting meetings.

3.3 POS DigiCert SigniFlow or any other form of digital signature is mandatory for all staff members when signing documents to reduce paper consumption.

3.4 Board members' meeting materials, including agendas and proposals, must be posted to the Convene Portal. No board member may print these documents.

3.5 JSB applications are cloud service subscriptions and are maintained by the service provider.

4.0 Security and Access Control

4.1 All digital tools and applications are managed by IT department (IT), apart from HR2000, Convene and RISKID. These applications are managed by the respective Head of Divisions (henceforth; HODs) namely Human Resource, Company Secretary and Risk Management department.

4.2 For digital tools managed by IT:

4.2.1 Security Access will be provided for staff based on the security access matrix approved by the HODs. The HODs are to determine the level of security access to be given to each member of staff. They are also responsible that the access given observe the required segregation of duty principles, where it is applicable.

4.2.2 IT is responsible for maintaining the Security Access as requested and approved by HODs.

5.0 Evaluation

5.1 Progress towards achieving the JSB Group's paper reduction goals will be evaluated monthly.

5.2 The Sustainability Working Group will review the effectiveness of this Policy annually and recommend updates and improvements when necessary.

5.3 The JSB Group will report on its paper reduction efforts and progress towards sustainability goals in its annual sustainability report.