

Sustainable Property Portfolio Management Policy

PI-BM-POL-001-1

21 August 2024

OSK

OSK Holdings Berhad [199001015406 (207075-U)]	21 August 2024
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Revision History Log

Ver. No	Section	Section Name	Page	Details of Amendments	Effective Date	e-Circular No.
1	All	All	All	Document published	21-Aug-24	PI/BM/CIR/006

Glossary

Term	Description
“Board”	Board of Directors of OSK Holdings Berhad
“Directors”	Executive Directors and Non-Executive Directors (includes independent and non-independent directors)
“DPAK”	Refers to <i>Dasar Pengurusan Aset Kerajaan</i> (Government Asset Management Policy), and its equivalent authority for businesses in countries in which the Group operates
“Employees”	Permanent, temporary, contract and part time employees of OSK Holdings, its subsidiaries and related corporation
“HVAC”	Refers to heating, ventilation and air-conditioning
“LED”	Refers to Light-Emitting Diode
“Policy”	Refers to this Sustainable Property Portfolio Management Policy
“Suppliers”	Organisation or individual that provides a product or service used in the supply chain of the Group
“the Group”	OSK Holdings Berhad and its subsidiaries, collectively

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A. OVERVIEW

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|--|---|
| 1. Introduction | 1. The Group is committed to adhering to Malaysian laws and regulations while ensuring sustainable and effective property portfolio management. This Policy focuses on environmental management of tenant/licensee operations and addressing social issues within the Group's Employee and Supplier base, aligning with current standards and best practices, where possible. |
| 2. Objectives | 1. This Policy aims to ensure that facilities and properties under the Group's management operate efficiently, safely and in full compliance with relevant regulations and aligned with industry best practices, where possible. |
| 3. Intended Audience and Stakeholders | 1. This Policy is applicable to the following: <ul style="list-style-type: none"> 1.1. Directors of the Group 1.2. Employees of the Group 1.3. Interns of the Group 1.4. Tenant/Licensee 1.5. Suppliers |
| 4. Referencing Documents | 1. The development of this Policy is guided by: <ul style="list-style-type: none"> 1.1. Strata Management Act 2013 1.2. National environmental and social laws and regulations 2. This Policy shall also be read in conjunction with: <ul style="list-style-type: none"> 2.1. OSKH Safety and Health Policy 2.2. OSKH Code of Conduct and Business Ethics Policy 2.3. OSKH Labour Rights Policy 2.4. OSKH Sustainability Policy 2.5. OSKH Sustainable Procurement Policy 2.6. Other relevant existing or future policies, operations manuals and / or directives or communication issued by the Group from time to time |
| 4. Reviews and Notices | 1. The content of this Policy shall be reviewed as and when there are changes to regulatory requirements and / or the direction and strategies of the Group.
2. This Policy is communicated to all Intended Audience and Stakeholders to ensure understanding and compliance. |

End

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B. SUSTAINABLE OPERATIONS AND MANAGEMENT FRAMEWORK

1. Environmental Management Principles of Property Portfolio

1. Compliance and Certification

1.1. Malaysian Environmental Regulations:

- 1.1.1. Ensure all operations comply with local environmental regulations and secure necessary licenses.

2. Sustainable Building Operations

The Group prioritises the minimisation of environmental impacts through eco-efficient building operations. Key focus areas include:

2.1. Energy Management:

- 2.1.1. Deploy energy-efficient systems such as LED lighting and energy-efficient HVAC units.

2.2. Water Conservation:

- 2.2.1. Install water-saving fixtures and promote water-efficient practices among tenant/licensees.

2.3. Waste Management:

- 2.3.1. Implement comprehensive recycling programs and reduce waste generation.
- 2.3.2. Require tenant/licensees to adhere to waste management policies.

2.4. Green Building Standards:

- 2.4.1. Use eco-friendly materials in construction and renovations, where practicable.
- 2.4.2. Encourage tenant/licensees to do the same in their fit-outs.

3. Monitoring and Reporting

Regular monitoring and transparent reporting are vital for continuous improvement. The Group commits to:

3.1. Performance Measurement:

- 3.1.1. Regularly measure and report on key environmental performance indicators, including energy and water consumption and waste generation.

3.2. Transparency:

- 3.2.1. Publish annual sustainability reports to communicate progress.

2. Tenant Engagement

1. Tenants'/Licensees' Collaboration

Engagement with tenant/licensees is crucial to the Group's environmental management efforts. Key areas include:

1.1. Sustainability Guidelines:

- 1.1.1. Provide tenants/licensees with clear guidelines on sustainable practices.
- 1.1.2. Offer support for implementing energy-saving measures.

1.2. Regular Audits:

- 1.2.1. Conduct regular environmental audits to ensure tenants'/licensees' compliance with guidelines on sustainable practices.

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2. Extensive Engagement

The Group is committed to ensure that tenants/licensees and customers are able to reach the Group through:

1.1. Personalised Interactions:

- 1.1.1. Maintain open communication channels and community involvement to understand and meet the customers' and tenants'/licensees' evolving needs.

3. Feedback Mechanisms

The Group recognises the importance of customer feedback and the implementation of a comprehensive feedback mechanism for improvement:

3.1. Robust Systems:

- 3.1.1. Capture feedback through surveys and use this feedback to continuously improve services.

3. Social Principles for Employees

1. Employees' Welfare

The Group recognises that Employees are its greatest asset and the Group is dedicated to safeguard the well-being and professional development of its Employees. The Group's social principles include:

1.1. Health and Safety:

- 1.1.1. Adhere to stringent health and safety regulations.
- 1.1.2. Provide regular safety training and maintain safe working conditions.
- 1.1.3. Provide necessary safety equipment to ensure a safe working environment.

1.2. Equal Opportunity:

- 1.2.1. Promote diversity and inclusion.
- 1.2.2. Ensure equal opportunities for all Employees in recruitment, training and career advancement.

1.3. Professional Development:

- 1.3.1. Offer continuous learning opportunities through on-the-job and classroom training programs.

1.4. Workplace Security:

- 1.4.1. Foster a safe and respectful work environment.
- 1.4.2. Prohibit any form of harassment, violence, or abuse within the workplace.

4. Social Principles for Suppliers

1. Supplier Management

The Group extends its commitment to social responsibility to Suppliers by encouraging them to adhere to the Group's standards. This includes:

1.1. Compliance:

- 1.1.1. Include in the terms of engagement to ensure Suppliers comply with local labour laws, including fair wages, reasonable working hours and safe working conditions.
- 1.1.2. Perform the assessment on Suppliers' compliance to local labour laws

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1.2. Sustainability Practices:

- 1.2.1. Encourage Suppliers to adopt sustainable practices.
- 1.2.2. Include sustainability criteria in Supplier selection and evaluation.

5. Social Principles for Community

1. Community Engagement

The Group is committed to making a positive impact on the communities in which the Group operates. The community engagement efforts focus on:

1.1. Local Employment:

- 1.1.1. Prioritise hiring local talent and supporting local businesses.

1.2. Community Development:

- 1.2.1. Invest in community projects and initiatives that enhance community well-being.

6. Governance, Compliance & Reporting

1. Registration and Licensing

The Group shall ensure that all required registration and licensing is complied with:

1.1. Regulatory Bodies:

- 1.1.1. Register with relevant local legislative and authority bodies to obtain necessary licenses and business registrations.

1.2. Updated Legislation:

- 1.2.1. Ensure appointed Suppliers have access to up-to-date acts, legislation, and regulations.

2. Adherence to Government Policies

The Group is committed to adhere to local policies, relevant to facilities management:

2.1. Government Asset Management Policy (DPAK):

- 2.1.1. Comply with DPAK, focusing on systematic, holistic and sustainable asset management.

End