

BORNEO MOBILITY GROUP

SEXUAL HARASSMENT POLICY

Effective Date: 1ST July 2024

1. Purpose

Borneo Mobility Group of Companies are committed to maintaining a workplace free from sexual harassment. Sexual harassment is against the law. Sexual harassment in any form is prohibited and will not be tolerated.

This purpose of this policy is to outline the definitions, procedures, and responsibilities for reporting and addressing sexual harassment in the workplace.

2. Scope

This policy applies to all employees, regardless of any level, of Borneo Mobility. It covers conduct that occurs in the workplace, during work-related assignments, and at Company's events.

The policy also applies to the Company's business associates, which includes but is not limited to, vendors, contractors, sub-contractors, consultants, trainers, agents, representatives, tenants and other intermediaries who are performing work or services, for and on behalf of the Company. It is the responsibility of all persons-in-charge regardless of their position or role, to communicate the Policy to their business associates who are currently engaged with the Company or have intentions to engage with the Company in the future.

3. Definitions

Sexual harassment is defined in The Code of Practice on the Prevention and Eradication of Sexual Harassment in the Workplace as any unwanted, unsolicited and unreciprocated conduct of a sexual nature that takes the form of verbal, non-verbal, visual, psychological or physical harassment:

- i) that might, on reasonable grounds, be perceived by the recipient as placing a condition of a sexual nature on her/his employment ("sexual coercion"); or
- ii) that might, on reasonable grounds, be perceived by the recipient as an offence or humiliation, or a threat to her/his well-being ("sexual annoyance").

4. Forms of Sexual Harassment

4.1 Examples of sexual harassment include but are not limited to the following:

Verbal: Lewd or suggestive jokes, innuendos, comments, remarks, questions, requests, threats or flirting. This may be oral or in writing.

Non-verbal: Staring, leering or ogling with suggestive overtones, physical gestures, sounds or body language with sexual connotations e.g. moaning, licking or biting lips, winking, holding or eating food provocatively.

Physical: Unwanted and unsolicited invasion of personal space, cornering, touching, tickling, hugging, kissing, groping, fondling, sexual assault, coerced or forced sexual intercourse, etc.

Visual: Showing or displaying to others pornographic or sexual art, photographs, videos etc.

Psychological: Repeated unsolicited flirting or requests for dates or sexual favours, bribery, blackmail or other forms of coercion relating to sexual acts which create a hostile work environment for the recipient(s).

4.2 Sexual harassment can take place at or outside the workplace; before, during or after working hours; in person, or over other forms of media including but not limited to the following:

4.2.1 Physical media including printed photographs, letters or moving images or videos displayed on any electronic device;

4.2.2 Phone or video calls;

4.2.3 E-mails or other messages, including text messages, voice messages, photographs, videos, links and any other media, sent over private messaging applications including WhatsApp, Telegram, WeChat, Messenger, Snapchat, Discord etc.; or

4.2.4 Posts on social media platforms including Facebook, Twitter, Instagram, Reddit, etc.

5. Responsibilities

All employees within Borneo Mobility Group of Companies are equally responsible for the prevention, detection and reporting of sexual harassment, and are required to avoid any activities that could lead to, or imply, a breach of this Policy. Any employees who fail to report any form of sexual harassment contrary to this Policy, notwithstanding that he/she is not the victim, will be treated as having committed a misconduct and will be subject to disciplinary action.

(a) Role of Employees:

- Treat all colleagues with respect and dignity.
- Refrain from engaging in any behaviour that could be considered sexual harassment.
- Report any incidents of sexual harassment immediately.

(b) Role of Managers and Supervisors :

- Foster a work environment, free from sexual harassment.
- Take immediate and appropriate action when an incident of sexual harassment is reported.
- Ensure that all complaints are taken seriously and handled promptly and confidentially.

(c) Role of Human Resources (HR):

- Develop and enforce sexual harassment policies and procedures.
- Conduct investigations into complaints of sexual harassment.
- Provide training to employees on recognizing and preventing sexual harassment.

6. Reporting Procedure

How to Report:

- Employees who believe they have been subjected to sexual harassment should report the incident promptly to their Supervisor, HR, or another designated person as outlined in this policy.
- Reports shall be made in writing using the Company's standard Complaint Form.

Confidentiality:

- All complaints will be treated with the highest degree of confidentiality possible. Information will be disclosed strictly on a need-to-know basis.

No Retaliation:

- Retaliation against anyone who reports sexual harassment or participates in an investigation is strictly prohibited. Any act of retaliation should be reported immediately and will be subject to disciplinary action.

7. Investigation Procedure

Initial Assessment:

- Upon receiving a complaint, HR will conduct an initial assessment to determine the appropriate course of action.

Investigation:

- HR will conduct a thorough and impartial investigation, including interviews with the complainant, the accused, and any witnesses.
- The investigation will be completed as promptly as possible.

Findings and Action:

- HR will review the findings and determine whether the policy has been violated.
- Appropriate disciplinary action will be taken if a violation is found. This may include counselling, warning, suspension, or termination.
- Both the complainant and the accused will be informed of the investigation's outcome.

8. Training and Awareness

Training Programs:

- Regular training sessions will be provided to all employees to ensure they understand their rights and responsibilities under this policy.
- Managers and supervisors will receive additional training on handling sexual harassment complaints and fostering a respectful workplace.

Policy Distribution:

- This policy will be circulated to employees and will constitute as a part in the Employee Handbook.

9. Policy Review

Review and Updates:

- This policy will be reviewed from time to time, and updated as necessary to ensure compliance with legal standards and the needs of the organization.

Contact Information:

- For questions about this policy or to report an incident, contact Bibiana Chen Mian Sian at 082-338666 or bibianacms@toyota.com.my

BORNEO MOBILITY GROUP

ANTI-BRIBERY AND CORRUPTION POLICY

1. INTRODUCTION

The Executive Chairman and the Board of Directors of the Borneo Mobility Group of Companies has established and adopted this Anti-Bribery and Corruption Policy (“Policy”). This Policy is established to set out the principles, practices and provide guidance on dealing with improper solicitation, bribery and other corrupt activities that may arise in executing or undertaking of professional duties, obligations and responsibilities.

This Policy is not intended to be exhaustive as it may include additional obligations to be adhered to, and it should be read in conjunction with the Code of Conduct and Whistle Blowing Policy, which are available on our website <https://borneomobility.com/>

2. POLICY STATEMENT

Borneo Mobility Group of Companies are committed to conducting business dealings in an honest and ethical manner. Borneo Mobility Group of Companies adopt a zero-tolerance approach against all forms of bribery and corruption and is committed to acting professionally, fairly and with integrity in all our relationships and business dealings.

Borneo Mobility Group of Companies will uphold all laws relevant to countering bribery and corruption. We remain bound by the laws of Malaysia, including the Malaysian Anti-Corruption Commission Act 2009 (“MACC Act 2009”) and the Malaysian Anti-Corruption Commission (Amendment) Act 2018 and any of its amendments or re-enactments that may be made by any relevant authority from time to time in respect of our conduct.

3. OBJECTIVES

This Policy:

- a) sets out the parameters to prevent the occurrence of bribery and corrupt practices in relation to the businesses of Borneo Mobility Group of Companies in all its forms; and
- b) to provide information and guidance on how to recognize and deal with bribery and corruption issues.

4. SCOPE

This Policy applies to all employees (including full time, probationary, contract and temporary staff) (“Employees”) and Executive Chairman/and The Directors of the Borneo Mobility Group of Companies also expects that its vendors, suppliers, contractors, consultants, business partners, agents, representatives and others performing work or services (collectively, the “Associated Third Parties”) for or on behalf of Borneo Mobility Group of Companies will comply with this Policy when rendering the work or services.

5. DEFINITIONS

“Bribery and Corruption”

Any action of giving or receiving Gratification which would be considered an offence under the MACC Act 2009. In practice, this means offering, giving, receiving or soliciting something of value in an attempt to illicitly influence the decisions or actions of a person who is in a position of trust within an organisation.

Bribery may be ‘outbound’, where someone may be acting for on behalf of the Borneo Mobility Group of Companies in an attempt to influence the actions of someone external, such as a Government Official or Client decision-maker. It may also be ‘inbound’, where an external party is attempting to influence someone within the Borneo Mobility Group of Companies such as a Senior decision-maker or someone with access to confidential information.

“Facilitation Payments”

Payments made to secure or expedite the performance of a person performing a duty, function or responsibility of any kind, and include cash, payments in kind and financial and nonfinancial advantages.

“Gratification”

Gratification as defined in MACC Act 2009 are as follows:-

- a) Money, donation, gift, loan, fee, reward, valuable security, property or interest in property, whether movable or immovable, financial benefits;
- b) Office, dignity, employment, contract of employment/services and agreement to give employment/render services in any capacity;
- c) Payment, release, discharge/liquidation of loan, obligation or other liability;
- d) Valuable consideration of any kind, discount, commission, rebate, bonus, deduction or percentage;
- e) Any forbearance to demand any money or money’s worth or valuable thing;
- f) Any other service or favour of any description, including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary; civil or criminal, whether or not already instituted, and including the exercise or the forbearance from exercise of any right or any official power or duty; and
- g) Any offer, undertaking or promise, whether conditional or unconditional, of any gratification within the meaning of (a) to (f).

“Gifts” Any forms of monetary or non-monetary provisions such as goods, services, cash or cash equivalents, fees, rewards, facilities, or benefits given.

“Hospitality” Considerate care of guests, which may include food and beverages, refreshments, accommodation, transportation/travel and entertainment at restaurants, hotels, clubs, resorts and other similar facilities, including leisure, sporting and healthcare activities or services of any kind.

“Kickbacks” Any forms of payment intended as compensation for favorable treatment or other improper services. This includes the return of a sum already paid or due as a reward for awarding or furthering business.

6. GIFTS AND HOSPITALITY

All Employees are prohibited from soliciting gifts from external parties. Nevertheless, this Policy does not prohibit normal and appropriate hospitality (given or received) to or from third parties and the giving or receipt of the gifts or event of hospitality must fulfill the following conditions:

- a) It must not involve any corrupt or criminal intent of any kind;
- b) It is not made with the intention of influencing decision-making or obtaining an unfair advantage;
- c) It is given in a transparent and open manner;
- d) It is reasonable in value; and
- e) The gift is respectful and customary e.g. it is customary for small gifts to be given during festivals and weddings.

As a general principle, all persons subject to this Policy should not accept or give a gift to a third party if it might create a sense of obligation to compromise their professional judgement, in exchange for favours or benefits. In addition, lavish or unreasonable gifts or hospitality should not be accepted as such gifts or hospitality may be perceived or interpreted as attempts to obtain or receive favourable business treatment for personal benefits.

All persons subject to this Policy should exercise proper care and judgement in giving or receiving gifts or hospitality. Hence, the intention behind the gifts or hospitality should always be considered, so as not to create an appearance of bad faith and impropriety, which could be misunderstood by others as a form of Gratification.

No persons subject to this Policy will suffer demotion, penalty, blacklisting or other adverse consequences for refusing to pay or receive bribes or participate in other illicit behavior.

7. FACILITATION PAYMENTS AND KICKBACKS

Borneo Mobility Group of Companies do not make and will not accept Facilitation Payments or Kickbacks of any kind. All Directors and Employees must avoid any activity that might lead to Facilitation Payments or Kickbacks being made or accepted.

Any individual with any suspicion, concerns or queries regarding a payment made on our behalf or improper business practices, he or she should raise these by reporting to the Company via the channel outlined in our Whistle Blowing Policy.

8. DONATIONS, SPONSORSHIPS AND CONTRIBUTION TO CHARITY OR SOCIAL PROJECTS

Borneo Mobility Group of Companies recognises the importance of corporate social responsibilities and shall provide such assistance in appropriate circumstances and in an appropriate manner.

However, such requests must be carefully examined for legitimacy and decisions must not be made to influence a business outcome.

All donations must be made in accordance to the Borneo Mobility Group of Companies' Policy for Sponsorships and Donations.

9. POLITICAL CONTRIBUTION

Borneo Mobility Group of Companies do not make charitable donations or contributions to political parties.

However, this Policy does not prohibit our Directors, Employees and the Associated Third Parties from making any personal political donations. Borneo Mobility Group of Companies will not provide any reimbursement to its Directors, Employees or the Associated Third Parties for these personal political contributions.

10. RESPONSIBILITIES

All Directors and Employees are required to read, understand and comply with this Policy.

The prevention, detection and reporting of Bribery and Corruption shall be the responsibility of all Directors and Employees, all of whom are required to avoid and refrain from any activity of any kind that may lead to or suggest or result in a breach of this Policy.

A Director or Employee, will be accountable individually, whether he or she pays a bribe himself or herself, or whether he or she authorises, assists or conspires with someone else to violate this Policy and/or an anti-corruption or anti-bribery law.

11. CONSEQUENCES FOR VIOLATION OF POLICY

Any Director or Employee who violates this Policy shall be subject to disciplinary proceedings and expressly agrees that Borneo Mobility Group of Companies reserves its right to terminate the directorship or employment with Borneo Mobility Group of Companies in the event the Director or Employee is found to have committed an act in violation of this Policy. Such internal disciplinary measures are in addition to any criminal or civil penalties that could be imposed by law enforcement agencies. Violations of applicable anti bribery and corruption laws can result in substantial criminal and civil penalties which may include imprisonment, probation, mandated community service and monetary fines, which will not be paid by Borneo Mobility Group of Companies.

Contracts with any Associated Third Parties which are found to be in violation of this Policy will be terminated.

12. HOW TO RAISE A CONCERN

Any individual or employee with any suspicion or concerns that a violation of this Policy has occurred or may occur in future, should raise this issue by notifying the Borneo Mobility Group of Companies and making a report via the channel outlined in our Whistle Blowing Policy.

13. CONFIDENTIALITY AND PROTECTION

Borneo Mobility Group of Companies understand that an individual who refuses to accept/offer a bribe or raises a concern or reports another's wrongdoing may feel worried about potential repercussions.

Borneo Mobility Group of Companies are committed to ensuring that no one suffers any detrimental treatment as a result of refusing to take part in corruption or reporting concerns in good faith with regards to this Policy. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with the aforementioned. If an individual believes that they have suffered any such treatment, they should contact the Executive Chairman or Head of Human Resources immediately.

We encourage openness and will support anyone who raises a genuine concern in good faith under this Policy, even if they turn out to be mistaken.

All reports will be treated confidentially.

14. RECORD KEEPING

We must keep financial records and have appropriate internal controls in place which will serve as evidence and support for payments made to third parties, including Associated Third Parties.

All claims for expenses in relation to gifts, hospitality or third parties are submitted in accordance to Borneo Mobility Group of Companies' relevant policies and the reason as well as supporting materials for such expenditures are recorded accordingly.

No accounts should be kept "off-book" to facilitate or conceal improper payments.

15. TRAINING AND COMMUNICATION

Borneo Mobility Group of Companies will continually provide training to all Employees on awareness and adherence to this Policy and include this as part of the induction process for new Employees.

Our zero-tolerance approach to bribery and corruption must be communicated to all the Associated Third Parties at the outset of our business relationship and where appropriate thereafter. Wherever possible, all Associated Third Parties should be sent a copy of this Policy at the outset of the business relationship or shall always refer to this Policy published on our Company website.

16. REVIEW OF THE POLICY

Executive Chairman and The Board will monitor compliance of the Policy and review the Policy regularly to ensure that it continues to remain relevant and appropriate.

01 July 2024

To all our:
Customers, Suppliers, Business Associates and Partners

Dear Sirs and Mesdames,

Notice Concerning Borneo Mobility Group of Companies' Anti Bribery and Corruption Policy

We refer to the above and enclose our Anti Bribery and Corruption Policy ("our Policy") for your attention.

If you are aware of any actions from our employees, agents or other person or body acting on behalf of Borneo Mobility Group of Companies which are in violation of or contravene our Policy, please inform us immediately.

We would also appreciate if you could communicate our Policy to your respective employees and business associates.

Kindly sign and stamp this notice and return a copy to us for our record.

Thank you.

Yours faithfully
for Borneo Mobility Group of Companies

Khong Man Cheong
Executive Chairman

We acknowledge receipt of the above Anti Bribery and Corruption Policy. I understand the content of this Policy and will communicate it with our respective employees and business associates.

Name:
Designation:
Date:

Company Stamp:

Staff Declaration Form

I, _____ NRIC No. _____
hereby declare that I have read and understood Borneo Mobility Group of Companies' Anti-Bribery and Corruption Policy. I will abide by the requirements and provisions set out in the Policy, as required by my employment contract.

Name:

Designation:

Date:

BORNEO MOBILITY GROUP

MALAYSIAN ANTI-CORRUPTION COMMISSION ACT 2009 HANDBOOK (2024)

Effective Date: 01 July 2024

CODE OF CONDUCT

1. INTRODUCTION

The Executive Chairman and the Board of Directors (“the Board”) of Borneo Mobility Group of Companies are committed to implementing and maintaining the principles and practices of good corporate governance within the Borneo Mobility Group of Companies in order to safeguard stakeholders’ investments and the Group’s assets. In this regard, the Board has formalised and adopted a Code of Conduct which spells out certain values, principles and standards of good conduct expected of the Directors and Employees of the “Group” (“Subsidiary”) at work, as set out in the ensuing sections.

2. SCOPE

This Policy applies to all employees (including full time, probationary, contract and temporary staff) (“Employees”) and the Board of Directors (“the Board”) of Borneo Mobility Group of Companies. Borneo Mobility Group of Companies also expects that its vendors, suppliers, contractors, consultants, business partners, agents, representatives and others performing work or services (collectively, the “Associated Third Parties”) for or on behalf of Borneo Mobility Group of Companies will comply with this Policy when performing their work and/or services.

3. DEFINITIONS

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“Facilitation Payments”

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- b) Office, dignity, employment, contract of employment/services and agreement to give employment/render services in any capacity;
- c) Payment, release, discharge/liquidation of loan, obligation or other liability;
- d) Valuable consideration of any kind, discount, commission, rebate, bonus, deduction or percentage;
- e) Any forbearance to demand any money or money's worth or valuable thing;
- f) Any other service or favour of any description, including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary; civil or criminal, whether or not already instituted, and including the exercise or the forbearance from exercise of any right or any official power or duty; and
- g) Any offer, undertaking or promise, whether conditional or unconditional, of any gratification within the meaning of (a) to (f).

“Gifts”

Any forms of monetary or non-monetary provisions such as goods, services, cash or cash equivalents, fees, rewards, facilities, or benefits given.

“Hospitality”

Considerate care of guests, which may include food and beverages, refreshments, accommodation, transportation/travel and entertainment at restaurants, hotels, clubs, resorts and other similar facilities, including leisure, sporting and healthcare activities or services of any kind.

“Kickbacks”

Any forms of payment intended as compensation for favorable treatment or other improper services. This includes the return of a sum already paid or due as a reward for awarding or furthering business.

4. CORE AREAS OF CONDUCT

4.1 Compliance with Relevant Laws and Regulations

The Directors or Employees of the Borneo Mobility Group of Companies shall familiarise themselves with the relevant laws and regulations pertaining to their area of work and carry out their respective area of work, duties and responsibilities in compliance with the aforementioned laws and regulations.

4.2 Conflict of Interest

Except with the Borneo Mobility Group of Companies' consent in writing, the Director or Employee shall not during the continuance of his/her appointment or employment with the Borneo Mobility Group of Companies, carry on any business or enter the service of or be employed in any capacity for any purpose in relation to any part of his/her time (by any person or firm) which is in conflict with the Borneo Mobility Group of Companies.

The Director or Employee shall not be engaged or interested in any undertaking or carry on any business or profession of a similar nature or compete with Borneo Mobility Group of Companies' tradition and practices and shall at all times use their best endeavours to promote the best interest and good reputation of the Borneo Mobility Group of Companies and its tradition and practice.

4.3 Punctuality and Diligence

The Director or Employee shall attend punctually at the office, as his/her duties may require and shall fully devote, their time, attention and diligently perform duties to their very best of their ability and skill.

4.4 Confidentiality

All information obtained in the course of work with the Borneo Mobility Group of Companies either obtained in the office or out of the office shall be deemed to be strictly confidential. During the tenure of appointment or employment of the Director or Employee with the Borneo Mobility Group of Companies, he/she shall not at any time divulge such confidential matters directly or indirectly to any employees or to anyone whomsoever or whatsoever having dealings with the Borneo Mobility Group of Companies and which comes to his/her knowledge during or in the course of his/her employment (except strictly in the proper course of his/her duties and only in accordance with the instructions that he/she may receive from time to time from the officer, in a superior position of the Borneo Mobility Group of Companies or with the expressed consent or approval of the said Borneo Mobility Group of Companies).

The Director or Employee shall not, even after the termination of his/her appointment or employment, divulge confidential information, either directly or indirectly, to any person or company, except with the expressed consent or approval of the Borneo Mobility Group of Companies. All records or documents made or held by the Director or Employee relating to the Borneo Mobility Group of Companies shall remain the property of the Borneo Mobility Group of Companies always.

4.5 Intellectual Property

All intellectual property produced by the Director or Employee during tenure of his/her appointment/employment with the Borneo Mobility Group of Companies shall vest in the Borneo Mobility Group of Companies and he/she is prevented from using it for other purposes. Thus, the Director or Employee shall not any time lay any claim to copyrights or royalties on such work unless specifically provided by Borneo Mobility Group of Companies .

4.6 Protection of Assets and Resources

The Director or Employee shall strive to preserve and protect the Borneo Mobility Group of Companies 's assets, resources and promote their efficient utilization and usage for the right purposes.

4.7 Business Records and Internal Control System

The Director or Employee shall maintain and keep proper records of the business transactions that he/she undertakes for the Borneo Mobility Group of Companies. In addition, the Director or Employee shall conscientiously fully perform his/her duties and responsibilities in accordance with the internal control system implemented by the Borneo Mobility Group of Companies.

4.8 Fair Dealing

Borneo Mobility Group of Companies shall practise fair treatment of its Directors and Employees and shall deal with its customers, suppliers and other stakeholders with honesty and integrity. Borneo Mobility Group of Companies values the diversity of its Directors and Employees and is committed to providing equal opportunity to any individual whether for appointment as a director or employment within the Borneo Mobility Group of Companies, or for career development opportunities, irrespective of gender, age, religion or race.

4.9 Promote Sustainability

The Executive Chairman and the Board shall ensure that its short-term and long-term strategies promote sustainability to the environment, social and governance aspects of the Group's business, and the Director or Employee shall carry out his/her roles and responsibilities in accordance with this.

4.10 Sexual Harassment

Borneo Mobility Group of Companies are committed to ensure that its Directors and Employees are free from sexual harassment at the workplace by Borneo Mobility Group of Companies . Borneo Mobility Group of Companies' aim is to provide a safe and conducive working environment. Sexual harassment of any nature at the workplace is prohibited and will not be tolerated or condoned by the Borneo Mobility Group of Companies. Sexual harassment at the workplace shall include any employment related sexual harassment occurring outside the workplace as a result of employment responsibilities or employment relationships.

5. REPORTING OF VIOLATIONS OF THE CODE OF CONDUCT

Any Director or Employee who knows of, or suspects, a violation of the Code of Conduct, is encouraged to whistle-blow or report the violation or suspected violation through the Whistle-Blowing Policy of the Company, a copy of which can be viewed at the Company's website. Details on the policies and procedures of whistle-blowing as well as the protection accorded to the whistle-blower are set out in the Whistle-Blowing Policy.

6. REVIEW OF THE CODE OF CONDUCT / WAIVER FROM COMPLIANCE

Executive Chairman and The Board shall review the Code of Conduct from time to time for changes and new developments in the external and internal environment, and the latest copy of the Code of Conduct shall be made available at the Company's website. The Executive Chairman and the Board may grant a waiver from compliance with the Code of Conduct on a case-to-case basis, after evaluating the merit and the circumstances of the case.

7. GIFTS AND HOSPITALITY

All Employees are prohibited from soliciting gifts from external parties. Nevertheless, this Policy does not prohibit normal and appropriate hospitality (given or received) to or from third parties and the giving or receipt of the gifts or event of hospitality must fulfill the following conditions:

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17. REVIEW OF THE POLICY

The Board will monitor compliance of the Policy and review the Policy regularly to ensure that it continues to remain relevant and appropriate.

BORNEO MOBILITY GROUP

Safety and Health Policy

1. Policy Statement

At Borneo Mobility Group of Companies[refers hereinafter as “Company”], we are committed to providing a safe and healthy working environment for all employees, contractors, and visitors in compliance with the Occupational Safety and Health Act 1994 and Occupational Safety and Health (Amendment) Act 2022 (OSH Amendment Act) and other relevant laws and regulations. We believe that safety and health are vital components of our operational excellence and success.

2. Purpose

The purpose of this policy is to:

- Ensure that the workplace is free from hazards that could result in accidents, injuries, or illness.
- Promote a culture of safety, health awareness, and personal responsibility.
- Comply with all applicable safety and health regulations.

3. Scope

This policy applies to all employees, contractors, customers and visitors of our Company, including the activities of our Showroom and Service operations.

4. Roles and Responsibilities

4.1 Management Responsibilities

- Establish and maintain a safe working environment.
- Ensure compliance with OSHA 1994 and the Occupational Safety and Health Amendment Act 2022.
- Appoint a competent **OSH Coordinator** for the workplace, as required for businesses with 5 or more employees.
- Provide adequate resources for safety and health initiatives.
- Communicate the Safety and Health Policy to all employees.
- Investigate all workplace accidents and incidents to prevent recurrence.

4.2 OSH Coordinator Responsibilities

As required under the Occupational Safety and Health Amendment Act (OSHA) 2022, the **OSH Coordinator** must:

- **Ensure compliance** with the Occupational Safety and Health Act 1994 and its amendments.
- **Coordinate the implementation** of safety and health measures and practices in the workplace.
- Conduct **regular safety inspections** and hazard assessments.
- Organize **safety and health training** for employees.
- **Maintain safety records** such as incident reports, safety audits, and risk assessments.
- Liaise with external authorities, such as the **Department of Occupational Safety and Health (DOSH)**, on regulatory compliance and reporting.
- **Investigate accidents, incidents, and near misses**, and recommend corrective actions.
- **Report safety issues** to management and provide guidance on safety improvements.

4.3 Employees' Responsibilities

- Comply with all safety and health procedures and regulations.
- Report any hazardous conditions or unsafe behaviors to the OSH Coordinator or management.
- Use personal protective equipment (PPE) as required.
- Participate in safety and health training programs.
- Avoid actions that could endanger themselves or others.

5. General Workplace Safety Guidelines

5.1 Personal Protective Equipment (PPE)

- All employees must wear PPE when working in the service shop, including gloves, eye protection, and safety shoes.
- PPE must be maintained in good condition and replaced when damaged.

5.2 Machinery and Equipment Safety

- Only trained and certified personnel are authorized to operate machinery and equipment.
- All machines must be regularly inspected and maintained.
- Machinery must be operated according to manufacturer instructions and safety guidelines.

5.3 Hazardous Materials

- All hazardous materials, such as oils, solvents, and chemicals, must be labelled and stored in designated areas.
- Employees must follow safety procedures when handling hazardous substances, including the use of proper PPE.

5.4 Electrical Safety

- Electrical installations must be performed by certified electricians.
- Electrical tools and equipment must be inspected before use to ensure they are in good condition.
- Report any faulty wiring or electrical equipment immediately.

6. Emergency Procedures

6.1 Fire Safety

- Fire extinguishers and emergency exits must be clearly marked and accessible at all times.
- Employees must participate in regular fire drills.
- In case of a fire, employees should follow the designated evacuation procedures and assemble at the meeting point.

6.2 First Aid and Medical Assistance

- First aid kits are made available at key locations within the workplace.
- A designated employee will be responsible for handling injuries and contacting emergency services if needed.

6.3 Accident and Incident Reporting

- All accidents, near-misses, and unsafe conditions must be reported to the OSH Coordinator or the Management immediately.
- A full investigation will be conducted, and corrective actions will be taken to prevent recurrence.

7. Training and Awareness

- All employees must undergo regular training on workplace safety, use of PPE, fire safety, and first aid once every quarter.
- Specific training for employees operating machinery and handling hazardous materials will be conducted.
- General Safety updates and briefings will be provided regularly by the PICs.

8. Monitoring and Review

- This policy will be reviewed annually or whenever significant changes occur in the workplace or legislation.
- Safety audits and inspections will be conducted regularly to ensure ongoing compliance with OSHA and other regulations.

9. Disciplinary Action

Non-compliance with the Safety and Health Policy or any related safety procedures will result in disciplinary action, which may include verbal warnings, written warnings, suspension, or termination, depending on the severity of the violation.

10. Conclusion

Borneo Mobility Group of Companies are committed to continuously improving the health and safety of all employees. The participation and cooperation of all staff are essential in maintaining a safe working environment. Let us work together to create a culture of safety and health that benefits everyone.

Approved by: Chin Chun Khiong
Position: Senior Manager, VSG, Lexus

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Position: Senior Manager, CFG, Lexus

Approval Date: 26 September 2024

Safety Procedures for Road Testing by Service Technicians

When performing vehicle road tests after service or repair work, it is essential to follow strict safety procedures to protect the Service Technician, the public, and the Company's reputation. These procedures ensure that testing is carried out safely and in compliance with the law.

1. Pre-Road Test Safety Checklist

Before bringing vehicle for road test, the Service Technician must:

- **Inspect the vehicle thoroughly** to ensure it is in a safe condition to drive (check brakes, steering, lights, tires, and other critical components).
- **Verify all repairs and service tasks** have been completed and documented.
- **Ensure all fluids** (oil, coolant, brake fluid, etc.) are at the correct levels.
- **Confirm that no tools, equipment, or materials** are left inside or under the vehicle.

2. Personal Protective Equipment (PPE)

While conducting the road test, the technician must:

- Wear a **seatbelt** at all times.
- Have a **valid driving licence**, with the appropriate classification to drive the vehicle being tested.
- Carry the **Company's identification card**.

3. Road Test Guidelines

When conducting the road test, the technician must:

- **Adhere to all traffic laws** and local road regulations, including speed limits, use of signals, and stopping at traffic signs and lights.
- Avoid **aggressive driving** or pushing the vehicle beyond normal road conditions.
- Conduct the test in **areas designated** or approved by the Company, avoiding high-traffic areas and busy roads whenever possible.
- **Do not use mobile phones** or any other devices while driving unless using a hands-free system in an emergency.
- Maintain a **safe distance from other vehicles** and avoid unnecessary lane changes or risky maneuvers.

4. Test Drive Duration

- The road test should be **long enough** to properly evaluate the vehicle's performance after service, but not exceed a reasonable distance or time unless authorized by the Company.
- If the vehicle exhibits abnormal behavior during the test, the Service Technician should **immediately stop the test** and return to the service center or pull over to a safe location for further inspection.

5. Emergency Procedures During Road Test

In case of an emergency, such as vehicle malfunction or accident, the following steps should be taken:

- **Pull over to a safe location** if the vehicle experiences mechanical issues or performance problems.
- **Call the Company** if the vehicle becomes unsafe to drive.

- If involved in an accident, the Service Technician must:
 - **Remain calm** and ensure safety by pulling over if possible.
 - **Report the accident** to the Company immediately.
 - **Inform the police** and exchange details with any other parties involved.
 - Take photographs of the scene if safe to do so and gather any necessary documentation.

6. Post-Test Report

After completing the road test, the Service Technician must:

- **Document the test results** clearly, noting any issues or observations.
- Report any **outstanding concerns** with vehicle performance that require further attention.
- **File a road test report** with the Superior for review and final clearance before releasing the vehicle to the customer.

By following these Safety procedures, Borneo Mobility Group of Companies, ensures that Service Technicians carry out vehicle road tests in a manner that prioritizes safety, compliance with road laws, and the protection of Company's assets and reputation.