

DIVERSITY AND INCLUSION POLICY

PURPOSE

The Board of PRG Holdings Berhad (“PRG”) has adopted this Diversity and Inclusion Policy to support diversity and to create an inclusive culture. Our business is about people and we strive to create an environment responsive to different cultures and groups in all our interactions with employees, customers, visitors, suppliers, contractors, consultants, shareholders, investors and in the communities in which we operate. The Board believes it to be important to the success of the business and is integral to achieving our strategic objective of being the ideal employer to work for.

1. POLICY STATEMENT

- 1.1 PRG recognizes the potential that all people bring to the workplace regardless of:
- Age
 - Disability
 - Gender
 - Pregnancy & maternity
 - Race
 - Religion or belief
- 1.2 As part of that philosophy, PRG believes that every employee has the right to be treated with respect and dignity throughout their employment with the Group and not to be discriminated against. We have a zero tolerance attitude to bullying, harassment or victimization of any kind.

2. COMPANY’S RESPONSIBILITIES

- 2.1 To actively support diversity and inclusion and to ensure that all our employees are valued and treated with dignity and respect.
- 2.2 To continually strive to provide employees with a working environment that is free from discrimination.
- 2.3 To ensure managers work in partnership with employees to create and sustain an inclusive working environment where everyone’s unique contribution is valued.
- 2.4 To ensure that decisions affecting employment, training, promotion and career development are based on an individual’s ability and genuine occupational requirements.
- 2.5 To comply with relevant legislation by requiring all employees to meet the minimum standards of behaviour and conduct in relation to how they treat their colleagues and other people they have contact with as part of their work with PRG.
- 2.6 To regularly review the policy and its practical application and make any updates to continue to work towards identifying and eliminating any discriminatory practices.

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- 2.7 To provide employees and managers with the appropriate information, via this Policy, on diversity and inclusion in the workplace. As well as to provide diversity & inclusion training for all employees.
- 2.8 To make adjustments to meet the needs of disabled employees, workers and customers where reasonable and practicable to do so.
- 2.9 To ensure all internal publications and material reflect, in the language and images, the diversity of our employees and customers.

3. EMPLOYEES' RESPONSIBILITIES

- 3.1 To familiarise themselves with this policy and to act in accordance with PRG's commitment to diversity and inclusion at all times.
- 3.2 Not to discriminate against colleagues and other people they have contact with as part of their work with PRG, treating everyone with respect and helping to create an environment that is free from discrimination and/or harassment of any kind.
- 3.3 To be sensitive to the potential impact of their behaviour on colleagues, customers, visitors, suppliers, consultants and contractors.
- 3.4 To work in partnership with managers to create and sustain an inclusive working environment, in which everyone's unique contribution is valued.
- 3.5 To co-operate with managers in the elimination of any discriminatory practices and/or harassment that may be identified.

4. RECRUITMENT AND SELECTION

- 4.1 PRG endeavours to attract applications from all sections of society and we strive to reflect the diversity of the communities in which we operate. We will ensure fair treatment through the recruitment process. This includes:
 - Checking that job statements are relevant and non-discriminatory;
 - Ensuring that the wording and images used in job adverts reflect and appeal to all sections of society and comply with the law;
 - Short-listing only those people whose skills and qualifications most closely match the job statement;
 - Selection of candidates will be based on a range of diversity perspectives, including but not limited to gender, age, cultural background and ethnicity, in addition to educational background, professional experience, skills, knowledge and length of service. The ultimate decision will be based on merit and contribution that the selected candidates will bring to the Company.
 - Asking fair, objective and consistent competency-based questions at interview;

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- Keeping records of the recruitment and selection process, including interviews; and
- Monitoring recruitment and selection to ensure equality of opportunity throughout the process and taking steps to eliminate any discriminatory practices.

5. PROMOTION AND CAREER DEVELOPMENT

- 5.1 Decisions in respect of promotions and career development focus on skills and talents rather than assumptions based on age, disability, gender, pregnancy or maternity or race, religion or belief.

6. TRAINING

- 6.1 The role of training is to improve performance in the job, to develop skills and to prepare individuals for other roles and responsibilities. As with promotion and career development, decisions in respect of who is trained and how that training will be facilitated will be based on individual development needs and not on age, disability, gender, pregnancy or maternity, race, religion or belief.
- 6.2 If an employee has a disability, PRG will make reasonable adjustments, to accommodate individual requirements. Where possible a range of training options will be used, such as e-learning and regional seminars, to ensure that everyone has equal access to training irrespective of disability, location or hours of work.
- 6.3 Training material will aim to reflect, in the language and images, the diversity of our employees and customers.

7. REWARDS AND BENEFITS

- 7.1 The decisions in respect of rewards will not be based on assumptions of age, disability, gender, pregnancy or maternity, race, religion or belief.
- 7.2 We have created an inclusive benefits scheme, but some eligibility criteria may be set in relation to job band.

8. EMPLOYEE CONCERNS

- 8.1 Employees have the right to be treated with dignity and respect and to work in an environment where they can feel confident to raise any concerns they may have. Should an employee believe that they are being bullied, harassed or victimized, then they should raise to the Senior Management or Human Resource.



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- 8.2 All concerns will be taken seriously and managers will work with employees to investigate these as quickly as possible, with sensitivity and where appropriate, seek to resolve these informally where possible.
- 8.3 If an employee acts in a discriminatory manner or bullies, harasses or victimises another employee, customer, visitor, supplier, consultant or contractor, appropriate action will be taken under the Disciplinary Policy. This also applies where the actions have taken place outside of normal working hours and where it impacts on either the working environment, or where it could potentially affect PRG's reputation.