YINSON HOLDINGS BERHAD

Business Continuity Management (BCM) Policy Statement & Framework

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Revision Details

Rev. No.	Section	Details
01	All	New Policy

1.0 Purpose

The purpose of this Business Continuity Management ("BCM") Framework is to establish a fit-for-purpose, comprehensive and systematic approach to ensure the continuity of critical business operations within Yinson Holdings Berhad (also known within the document as "Yinson" or "the Group") and its companies. This framework aims to support Yinson in understanding the amount and type of impact it may or may not accept following a crisis or disruptive incident. Following which the organisation develops a business continuity program to provide an effective response based on its needs.

The BCM Framework is in reference to the requirements of ISO 22301:2019 and its normative references to implement, maintain and improve a management system to protect against, reduce the likelihood of the occurrence of, prepare for, respond to, and recover from disruptions when they arise. The BCM objectives adopted by Yinson emphasise:

- Understanding the organisation's needs and the necessity for establishing business continuity tools and objectives.
- Operating and maintaining processes, capabilities, and response structures to deliver products and services at an acceptable predefined capacity.
- Ensuring the sustainability and resiliency of the organisation through effective application of BCM.
- Monitoring and reviewing the performance and effectiveness of the BCM programs to drive continual improvement of BCM processes based on qualitative and quantitative measures.

Through defined parameters for continuous improvement, testing, and training, the framework promotes organisational resilience, ensuring the organisation's ability to respond effectively, protect critical functions, and maintain operational continuity in the face of uncertainties.

There are 3 key drivers of Yinson's BCM program:

Key Drivers	Description
Business	• Support strategic objectives. • Drive ESG agenda by protecting lives, environment, and critical physical assets. • Drive competitive advantage. • Protect organisational value, enhance reputation and creditability.
Financial	• Reduce legal and financial exposure. • Reduce direct and indirect costs of disruptions & lost opportunities.
Internal Processes	• Enhance security (including cyber security). • Improve capability to remain effective during disruptions. • Demonstrate proactive controls of risks effectively and efficiently. • Address operational vulnerabilities.

1.1 Scope

The BCM Policy Statement and Framework is inclusive of Yinson Group and all its subsidiaries. This overarching document encompasses the entire organisational landscape, ensuring a unified and

comprehensive approach to BCM. It extends across all subsidiaries within the group, fostering a cohesive strategy for the identification of critical business functions, risk assessment, business impact analysis, development of business continuity strategies, and the implementation of business continuity plans.

This document serves as the foundational guide for the establishment, execution, and continual improvement of BCM practices across the group and its subsidiaries. It is designed to harmonize efforts, standards, and protocols, fostering resilience and adaptive capabilities in the face of potential disruptions.

2.0 Document Ownership

Approver: Board

- This document shall not be altered without the Approver signature.

Checker: Risk Management Function

The Risk Management Function, reporting to the Head of Governance, Risk & Compliance, shall be the maintenance owner of the YHB CIMS and its associated Master Document Register ensuring compliance with laws and regulations, formats, coding conventions, content, review cycles, records, sign-off and revision coding.

This procedure is a 'live' document and will undergo periodic review and assessment of its effectiveness and where necessary alignment will be performed.

3.0 Abbreviations and Definitions

The definitions below are the Group standard for all managed documents.

Abbreviations	Descriptions
AC	Audit Committee
BRSC	Board Risk & Sustainability Committee
ERM	Enterprise Risk Management
GRC	Group Governance, Risk & Compliance
MSC	Management & Sustainability Committee
Yinson or "the Group"	Yinson Holdings Berhad
Business Continuity	Capability of an organisation to continue the delivery of product or services at acceptable predefined levels following a disruption.
Business Continuity Management	Holistic management process that identifies potential threats to an organisation and the impact those threats, if realised, can cause on business operations. The BCM provides a framework for building organisational resilience with the capability of an effective response that safeguards the interests of key parties, reputation, brand, and value-creating activities.
Business Continuity Plan	Documented procedures that guide an organisation to respond, recover, resume, and restore itself to a pre-defined level of operation following a disruption.
Business Impact Analysis	Process of analysing activities and the effect that a business disruption can have upon them.
Crisis Management Team	Group of individual functionalities responsible for directing the development and execution of the response and operational continuity plan, declaring an operational disruption or emergency crisis, and providing direction during the recovery process, both pre- and post-disruptive incident.
Critical Business Function	A core operational activity, process, or capability within an organisation that is vital for the achievement of its strategic objectives, fulfillment of its obligations, and the provision of products or services to customers or other stakeholders.
Disruption	Events, whether anticipated (e.g., a labour strike or hurricane) or unanticipated (e.g., a blackout or earthquake), that cause an unplanned, negative deviation from the expected delivery of products or services according to an organisation's objectives.
Interested Parties	Stakeholders, person(s) or organisation that can affect, be affected by, or perceive itself to be affected by a decision or activity.
Invocation	Act of declaring that an organisation's business continuity arrangements need to be put into effect to continue delivery of key products or services.
Maximum Tolerable Downtime (MTD)	The amount of time mission/business process can be disrupted without causing significant harm to the organisation's mission.

Abbreviations	Descriptions
Maximum Tolerable Period of Disruption (MTPD)	Time it would take for adverse impacts, which can arise as a result of not providing a product/service or performing an activity, to become unacceptable.
Recovery Point Objective (RPO)	Point to which information used by an activity must be restored to enable the activity to operate on resumption.
Recovery Time Objective (RTO)	Time goal for the restoration and recovery of functions or resources based on the acceptable downtime and acceptable level of performance in case of a disruption of operations.

4.0 Business Continuity Management Policy Statement & Context

Yinson Group remains committed in ensuring the continuity of critical operations and minimising the impact of disruptions as well as the continual improvement of the BCM program. The organisation strives for the shared vision of 'safer and more resilient' business by reducing the likelihood and consequences of potential disruptions across its operations such as natural disasters, technological failures, cybersecurity incidents, pandemic, and operational disruptions. Hence, the framework specifies key principles in identifying vulnerabilities, recovery plans and strategies like redundancy and communication protocol.

The framework applies the PDCA cycle - Plan (establish), Do (implement and operate), Check (monitor and review) and Act (maintain and improve) to implement, maintain, and continually improve the effectiveness of Yinson's BCM program.

5.0 Business Continuity Management Executive Summary

5.1 Objective

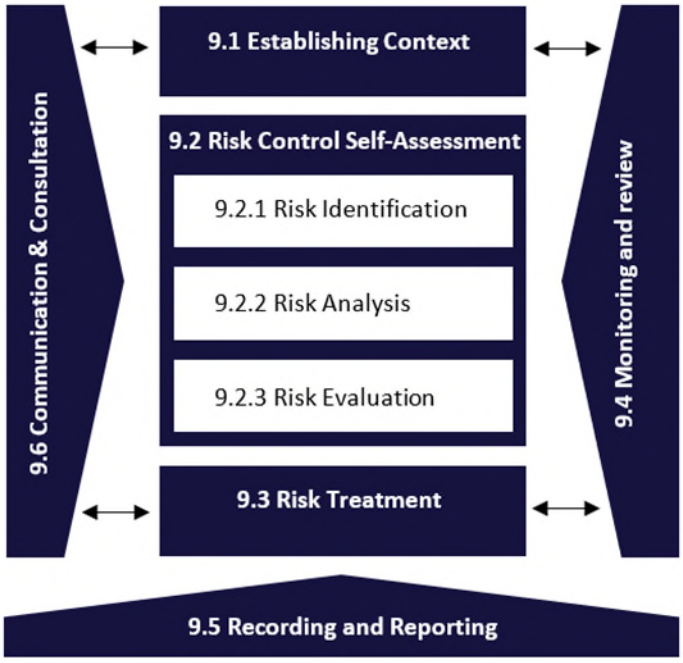
The primary objective of Yinson's BCM is to ensure the resilience of operations and the delivery of uninterrupted value to stakeholders in the face of potential disruptions. This policy aims to establish a comprehensive and effective framework that identifies, assesses, and mitigates risks, thereby safeguarding Yinson's interests.

5.2 Risk Assessment

As part of its policy framework, Yinson maintains a dedicated commitment to conducting regular and thorough risk assessments, essential for the systematic identification of potential threats to business operations. The risk assessment process for BCM is orchestrated by the Group risk management function in collaboration with relevant departments, adhering to ISO31000:2018 standards. This structured process is conducted quarterly, guided by the ERM Policy Statement & Framework (*YHB-RC-CG-PP-0004*), ensuring a consistent and standardized approach to risk identification, analysis, evaluation, treatment, and reporting.

Aligned with the broader ERM framework, these assessments are vital in shaping risk mitigation strategies and contributing substantively to the development of a resilient Business Continuity Plan. To further enhance adaptability, Yinson Group maintains an agile approach to risk management, with additional assessments conducted as needed, particularly during the integration of new businesses or significant changes in the nature of operations. This steadfast commitment underscores Yinson's dedication to dynamic and responsive risk assessment practices, ensuring a proactive stance in the face of emerging threats and changes in the business environment.

The overview and interrelation of the ERM framework components is depicted below:



The risk assessment process will stand guided by the Enterprise Risk Management (ERM) Policy Statement & Framework (*YHB-RC-CG-PP-0004*), and its latest revisions.

5.3 Business Impact Analysis

As part of the BCM framework, Yinson upholds a steadfast commitment to the systematic execution of Business Impact Analyses ("BIA"). The BIA process includes the examination of potential consequences stemming from disruptions on critical business functions.

The primary objective of this process is to provide an in-depth understanding of dependencies and vulnerabilities within these critical functions, guiding the allocation of resources. The BIA process is an integral component in the establishment and refinement of a resilient Business Continuity Plan (BCP). This commitment ensures that Yinson is well-prepared to swiftly recover essential operations, thereby minimizing any impact on stakeholders and sustaining a proactive and adaptive stance for business continuity.

Through the execution of the BIA process and the development of a robust BCP, Yinson fortifies its resilience and safeguards the interests of its stakeholders in the face of potential disruptions. The comprehensive process, along with associated guidelines and templates for the Business Impact Analysis (BIA), is documented in the BIA User Guide *(Document Number)*.

5.4 Business Continuity Strategies

To mitigate the identified risks and minimize the impact of disruptions on essential operations, Yinson will develop and implement robust business continuity strategies. This critical process follows the meticulous identification of critical functions through comprehensive Risk Assessments and Business Impact Analyses.

The tailored business continuity strategies encompass preventive measures, contingency planning, and recovery procedures. In recognizing the dynamic nature of potential risks, Yinson emphasizes the importance of strategies that extend beyond conventional frameworks. This includes the establishment of manual workarounds in the event of system outages, the formulation of reciprocal agreements to enhance collaborative resilience, and the identification of dual-usage spaces, such as training rooms, for conversion and equipping to support recovery efforts. By adopting these proactive measures, it ensures the uninterrupted delivery of services to stakeholders, fortifying the organisation's ability to navigate unforeseen challenges and safeguarding the continuity of critical business functions.

5.5 Incident Response & Crisis Management

At the core of Yinson's BCM strategy is the dedication to establishing and implementing effective incident response and crisis management protocols. These protocols, documented in the Emergency Response Plan (ERP) and Crisis Management Plan (CMP), play an important role in the organisation's ability to respond promptly and decisively to incidents, ensuring a coordinated and strategic approach to crisis resolution.

An ERP is tailored to the unique nature of each of Yinson's subsidiaries i.e. Yinson Production, Yinson Renewables, and Yinson Greentech, acknowledging the diverse operational landscapes within the organisation. Recognizing that each subsidiary may face distinct challenges, the ERP is crafted to address specific risks and response requirements, ensuring a targeted and effective response to incidents.

Simultaneously, the CMP, documented under YHB-RC-CG-MA-0002, operates at the group level. This plan provides overarching guidance and strategic direction, fostering a unified response to crises that may impact the entire organisation. By delineating responsibilities, communication protocols, and decision-making frameworks, the CMP serves as a central reference point for cohesive and decisive actions, guaranteeing a synchronized and effective resolution to crises. In essence, these plans

underscore Yinson's commitment to resilience, ensuring a proactive and strategic response to incidents and crises across diverse subsidiaries.

5.6 Plan Development & Implementation

Central to Yinson's commitment to BCM is the development and maintenance of comprehensive business continuity plans for critical business functions. These plans are important in ensuring organisational resilience, serving as proactive roadmaps to navigate potential disruptions effectively. Recognizing the dynamic nature of risks, these plans are not static documents but undergo regular reviews, updates, and testing. This process ensures continual relevance and efficacy in responding to various scenarios, safeguarding the ability to deliver uninterrupted services to stakeholders.

5.6.1 Plans for Business Resilience

Central to Yinson's commitment to BCM is the development and maintenance of comprehensive business continuity plans for critical business functions. These plans are important in ensuring organisational resilience, serving as proactive roadmaps to navigate potential disruptions effectively. Recognizing the dynamic nature of risks, these plans are not static documents but undergo regular reviews, updates, and testing. This process ensures continual relevance and efficacy in responding to various scenarios, safeguarding the ability to deliver uninterrupted services to stakeholders.

Implementation of these plans are a coordinated effort across all relevant departments and personnel. The significance lies not only in the creation of a blueprint for response but also in the orchestration of seamless execution when needed. The iterative nature of this process, coupled with its coordinated implementation, positions Yinson to adapt and respond effectively to the evolving landscape of potential disruptions, thereby upholding its commitment to the uninterrupted delivery of essential services. Tabled below are the types of business continuity plans to be established and maintained at Yinson Group:

No.	Plans	Description	Document Owner	Status
1	Emergency Response Plan *(Document number)*	Outlines systematic procedures to be executed immediately in the event of an emergency. It delineates roles, responsibilities, and actions to safeguard lives, protect property, and mitigate the immediate impact of unforeseen incidents.	HSSEQ, Respective subsidiaries	Established for Yinson Production & Regulus Offshore
2	Crisis Management Plan *(YHB-RC-CG-MA-0002)*	Establishes a structured framework for responding to significant disruptions that may affect the organisation at a broader level. It encompasses decision-making processes, communication protocols, and resource allocation strategies to ensure a coordinated and effective response during crises.	GRC, Group	In progress
3	Crisis Communication Plan *(Document number)*	Details strategies for disseminating timely and accurate information to internal and external stakeholders during crises. It establishes communication channels, spokespersons, and messaging protocols to maintain transparency, manage public perception, and uphold the organisation's reputation.	Corp. Comms, Group	In progress
4	Business Continuity Plan *(Document number)*	Outlines measures to ensure the continuous delivery of critical business functions in the face of disruptions. It includes preventive measures, recovery strategies, and contingency plans to	GRC, Group	In Progress

No.	Plans	Description	Document Owner	Status
		minimize downtime and maintain essential operations, safeguarding stakeholder interests.		
5	Information Technology Disaster Recovery Plan *(YHB-IT-ER-P0-0003)*	Focuses on the recovery of IT systems and data in the aftermath of a disaster. It details procedures for data backup, system restoration, and IT infrastructure recovery to minimize the impact of technology-related disruptions.	IT, Group	Established for Group
6	Cyber Incident Response Plan *(YHB-IT-ER-PL-0001)*	Outlines protocols for responding to and recovering from cybersecurity incidents. It includes procedures for threat identification, containment, eradication, and recovery to minimize the impact of cyber threats on the organisation's information assets and systems.	IT, Group	Established for Group
7	Pandemic Response Plan *(Document number)*	Addresses specific strategies for managing business operations during a pandemic. It includes measures to protect employees, maintain essential services, and adapt business processes to navigate the challenges posed by a widespread health crisis.	HSSEQ, Group	Established for Group

5.6.2 Crisis Escalation from Subsidiaries to the Group

To bolster resilience, Yinson encourages subsidiaries to establish clear criteria for identifying potential crises, triggering Business Continuity Plan (BCP) activation. This structured approach ensures swift coordination between YHB and its subsidiaries, emphasizing efficient communication and decision-making during crises. The following structured process outlines the systematic approach for subsidiaries to identify, respond to, and manage crises effectively, ensuring seamless coordination and alignment with the overarching BCM objectives.

Step 1: Identification and Initial Response

At the subsidiary level within Yinson Group's BCM framework, each subsidiary should establish a process for identifying potential crises or triggers. This involves the creation of predefined criteria or thresholds, aligning closely with Yinson's overarching BCM guidelines.

Immediate actions are crucial at this stage. Upon identifying a crisis or triggering the BCP, subsidiaries are required to swiftly implement local actions outlined in their BCPs. These actions aim to mitigate the immediate impacts of the crisis within the subsidiary's operational scope.

Step 2: Notification and Escalation

Subsidiaries play a pivotal role in the notification and escalation phase. Once a crisis is identified and the BCP is activated, the subsidiary must promptly notify YHB through predefined communication channels. This notification should be comprehensive, including essential details of the crisis, initial impacts, and immediate actions taken locally. The framework categorizes incidents into Low, Medium, and High-level crises, each with specific criteria and subsidiary responses. This ensures a tailored approach, distinguishing between day-to-day operational challenges, tactical issues, and strategic threats within Yinson Group:

Crisis Levels	Criteria	Subsidiary Response
Low	Issues that affect day-to-day operations without significant long-term impact. Examples include minor equipment malfunctions, temporary supply chain delays, or localized IT outages.	Managed at the subsidiary level with routine procedures. Minimal to no immediate impact on the holding company's overall operations or financial health.
Medium	Events that pose a threat to operational efficiency or minor financial losses. Examples might include moderate supply chain disruptions, cybersecurity incidents affecting non-critical systems, or regulatory compliance issues with short-term fixes.	Requires coordinated efforts within the subsidiary, potentially involving external stakeholders. Should be reported to the holding company if there is a risk of escalating or if it could impact financial performance or reputation.
High	Significant events that threaten the subsidiary's long-term viability, have substantial financial implications, or could jeopardize the holding company's reputation. Examples include major environmental incidents, significant cybersecurity breaches, regulatory actions threatening operations, or severe supply chain disruptions affecting production.	Immediate and comprehensive response involving senior management of the subsidiary. Mandatory and immediate escalation to the holding company. Potential involvement of external crisis management resources.

Step 3: Assessment and Strategic Decision Making

Following the notification, a joint assessment is conducted, facilitated by a crisis management team comprising representatives from both the subsidiary and YHB. This collaborative effort ensures a holistic evaluation of the crisis. Strategic decision-making becomes paramount at this stage, with YHB actively involved in matters affecting multiple subsidiaries, long-term business impacts, or corporate reputation.

Step 4: Coordination of Response Efforts

For crises with implications spanning the entire Yinson Group, YHB takes charge of centralized coordination of response efforts. This involves mobilizing resources from across the group to support the affected subsidiary.

Conversely, in scenarios where the crisis is confined to one subsidiary, the subsidiary retains autonomy in managing the response. Periodic updates and guidance from the holding company ensure alignment with group-wide objectives.

Step 5: Resource Allocation and Support

Recognizing potential resource strain during a crisis, YHB commits to providing additional support to the affected subsidiary. This support may encompass financial resources, manpower, expertise, or logistical assistance. In cases of severe crises, the framework allows for a mechanism of cross-subsidiary support, coordinated by YHB, to ensure a unified and effective response across the group.

Step 6: Communication

Effective communication is central to crisis management. Regular internal updates are disseminated within the affected subsidiary and across the Yinson Group to maintain transparency and alignment.

External communications, particularly for crises impacting corporate reputation or requiring a group-level response, are managed collaboratively by the holding company and the affected subsidiary, ensuring a unified and consistent message.

Step 7: Review and Learning

Post-crisis, a comprehensive review takes place involving both the subsidiary and YHB. This assessment evaluates the effectiveness of the response, decision-making processes, and overall impact. Lessons learned during these reviews are integrated into the Yinson Group BCM process, refining both subsidiary-level and group-level BCPs.

Step 8: Documentation and Compliance

Documentation remains a cornerstone throughout the process. Thorough documentation of decisions, actions, and communications is not only for immediate reference but also for ongoing learning and compliance purposes. The entire process aligns meticulously with Yinson's regulatory framework, ensuring compliance, particularly regarding reporting and stakeholder communication.

Step 9: Integration within the Overall BCM Framework

The seamless integration within the broader Yinson Group BCM framework allows for flexibility, enabling subsidiaries to customize responses to meet specific operational and regulatory requirements.

5.7 Awareness & Training Programs

Yinson is dedicated to instilling a resilient culture through periodic awareness and training programs tailored for specific target audiences within the organisation. These initiatives are essential to ensure that all employees possess a thorough understanding of their roles during disruptions, fostering a proactive and well-informed approach to BCM.

Regular awareness and training programs play an important role to equip employees with the necessary knowledge and skills for effective contribution to the organisation's BCM framework. Beyond individual preparedness, these initiatives cultivate a collective sense of responsibility, creating a workforce capable of maintaining operational continuity in challenging circumstances. The investment in awareness and training is a strategic measure, crucial for fortifying the overall effectiveness of BCM strategies and building a resilient organisational culture capable of swift response and recovery from unexpected events.

5.8 Business Continuity Plan Exercise, Assessment & Maintenance

Yinson prioritizes the sustained efficacy of its Business Continuity Plans (BCP) through a disciplined framework of routine exercises, assessments, and maintenance. These strategic initiatives validate the resilience of Yinson's operations and refine preparedness strategies. Annually, at a minimum, comprehensive exercises simulate potential disruptions, offering critical insights into team responsiveness and adaptability.

The insights garnered from these exercises and assessments guide meticulous adjustments and enhancements to the BCPs. This iterative process ensures that our plans are dynamic, responsive to emerging threats, and harmonized with the ever-evolving business landscape. It is essential that, in addition to the routine annual schedule, the frequency of these activities can be heightened in response to significant shifts in business nature or external influences, such as economic or political changes.

5.9 Crisis Communications

Considering the critical role of communications during a crisis, a comprehensive Crisis Communication Plan (“CCP”) will be developed and maintained by the Corporate Communications department. This plan will serve as the guiding framework for all communication efforts during crisis situations, ensuring a consistent, transparent, and controlled flow of information to both internal and external stakeholders. The CCP will outline clear protocols for communication strategies, channels, and responsibilities. It will delineate the roles and functions of Corporate Communications in managing and governing all crisis communications including the establishment of a designated crisis communication team, with assigned spokespersons and communication coordinators responsible for various aspects of information dissemination.

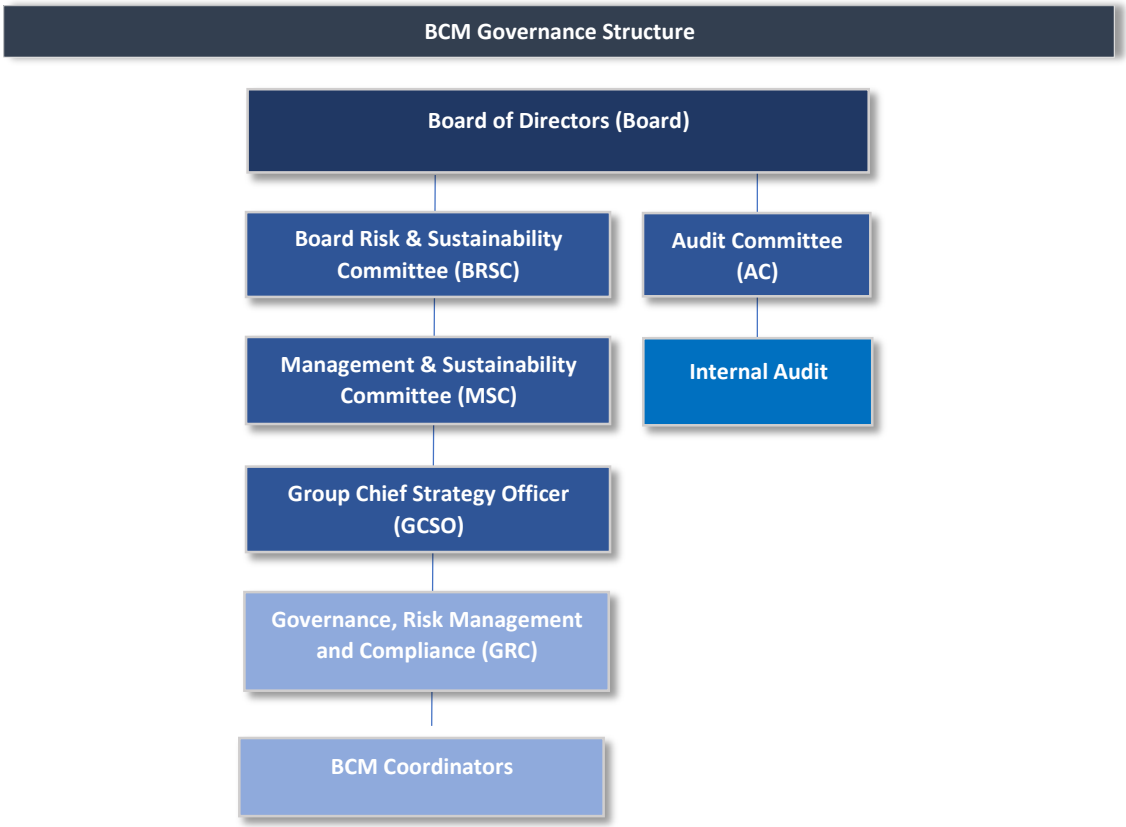
During a crisis, Yinson Group's Corporate Communications will be the central authority for crafting and delivering messages to stakeholders. The focus will be on providing timely and accurate updates, addressing concerns, and maintaining open lines of communication to instil confidence and trust. The plan will also incorporate mechanisms for monitoring public sentiment and media coverage, allowing for swift adjustments to communication strategies as needed. The CCP will be a dynamic document, subject to regular reviews and updates to ensure its alignment with the evolving nature of potential crises and the organisation's response capabilities. Training programs for key personnel involved in crisis communication will be conducted periodically to enhance their readiness and effectiveness.

5.10 Coordination with External Agencies

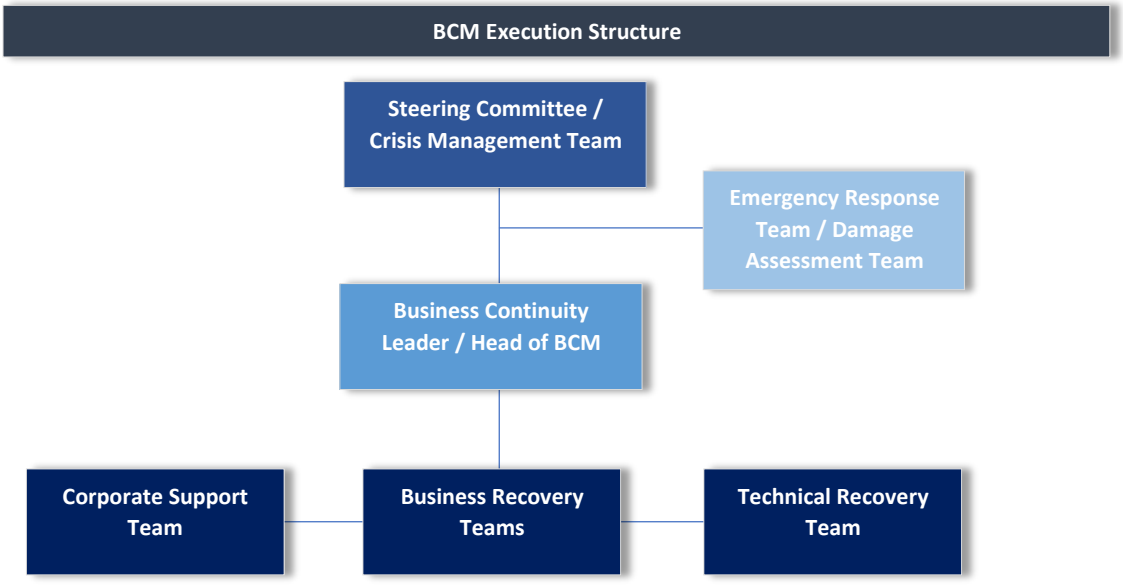
Yinson is committed to establishing and sustaining effective communication channels with external agencies, encompassing emergency services, regulatory bodies, and industry partners. This proactive coordination is integral to ensuring a swift and informed response to incidents and crises. Collaborating with emergency services provides specialized resources for crisis resolution, minimizing downtime and enhancing the resilience of critical business functions. Engaging with regulatory bodies ensures compliance with evolving standards and allows for timely adjustments to BCM strategies. Furthermore, fostering connections with industry partners creates a collective resilience network, enabling Yinson to anticipate and address shared challenges collaboratively. In essence, this coordinated effort reflects the organisation's dedication to a comprehensive and adaptive BCM approach, leveraging external expertise, complying with regulations, and building resilience through collaborative industry engagement.

6.0 Governance Oversight Structure

6.1 The BCM governance oversight structure at Yinson is aligned with industry standards and ensures proactive disruption management. This framework delineates roles, responsibilities, and accountability, empowering the organisation to make informed decisions, allocate resources judiciously, and foster a culture of continuous improvement.



6.2 The BCM execution structure is a strategic framework, featuring entities such as the Crisis Management Team, Damage Assessment Team, and Business Continuity Leader to exemplify a precise and agile response system. This structure is poised to navigate disruptions effectively, reflecting Yinson Group's proactive approach to business continuity.



7.0 Roles & Responsibilities

7.1 Roles & Principal Responsibilities

To ensure the seamless execution of the BCM strategy, it is imperative to define and understand the roles and responsibilities of key stakeholders. From dedicated BCM professionals to the esteemed Board of Directors and the Board Risk & Sustainability Committee, each contributor plays a crucial part in safeguarding Yinson's critical functions during unforeseen disruptions. This section outlines the specific duties, fostering a collective commitment to resilience and continuity across the organisational landscape. Refer to the ensuing table for a concise delineation of these essential roles:

Roles	Principal Responsibilities
Board of Directors ("Board")	• Provide oversight and governance for the entire BCM program. • Ensure alignment with the organisation's strategic objectives and values.
Board Risk & Sustainability Committee ("BRSC")	• Approve BCM policies, strategies, and major program initiatives. • Receive reports from the Crisis Management Team / BCM Steering Committee (MSC) on key BCM matters.
Management & Sustainability Committee (MSC) / BCM Steering Committee	• Responsible for overseeing the implementation and maintenance of BCM framework, policy, and related documentation. • Define roles, responsibilities, and accountabilities for key stakeholders. • Monitor the overall effectiveness of the BCM program through periodic reviews and updates. • Review and approve function/entity specific BCM plans.
Group Chief Strategy Officer (GCSO)	• Ensure alignment with overall BCM strategies and objectives.
Business Continuity Leader / Head of BCM	• Coordinate business continuity efforts across departments and recovery teams. • Ensure alignment with overall BCM strategies and objectives.
Governance, Risk & Compliance	• Develop and rollout BCM program and tools across the Group. • Drive and oversee the implementations of BCM program. • Evaluate and report the adequacy and effectiveness of business impact analysis, risk assessment, strategies, and solutions, plans and procedures.
BCM Coordinators	• Identify critical business functions within their respective areas and assess their dependencies and vulnerabilities. • Collaborate with GRC to provide input on risk assessments and business impact assessments. • Develop and maintain BCP and strategies and ensure conformity with overall Group framework.

Roles	Principal Responsibilities
Crisis Management Team	• Activate and lead immediate response efforts during crises. • Make critical decisions to mitigate the impact of disruptions. • Coordinate activities across recovery teams and relevant departments. • Ensure accurate and timely communication with internal and external stakeholders.
Emergency Response Team / Damage Assessment Team	• Respond promptly to emergencies and incidents. • Execute emergency response and evacuation procedures. • Conduct timely assessments of the extent and impact of disruptions. • Prioritize assessment activities based on criticality and urgency. • Provide accurate and comprehensive reports detailing the scope and severity of damage. • Collaborate with relevant teams to inform recovery strategies.
Recovery Teams	IT Recovery Team: • Develop and maintain the IT Disaster Recovery Plan. • Ensure data backup and recovery procedures are in place. Communications Recovery Team: • Develop and maintain the Crisis Communication Plan. • Coordinate internal and external communication during crises. Human Resources Recovery Team: • Address employee safety and well-being during crises. • Assist in workforce continuity planning. Facilities and Logistics Recovery Team: • Address physical security and safety concerns within organisational facilities. • Coordinate facility-related recovery procedures. Supply Chain Recovery Team: • Assess and manage risks within the supply chain. • Develop strategies for supply chain continuity.

8.0 Appendices

8.1 Contact Information for Key Personnel

Name	Designation	Contact Number / Email

8.2 Schedule of Compliance

No.	Plans	Document Owner	Status	Frequency of Review
1	Emergency Response Plan *(Document number)*	HSSEQ, respective subsidiaries	Established for Yinson Production	Annually
2	Crisis Management Plan *(YHB-RC-CG-MA-0002)*	GRC, Group	In progress	Annually
3	Crisis Communication Plan *(Document number)*	Corp. Comms, Group	In progress	Annually
4	Business Continuity Plan *(Document number)*	GRC, Group	In Progress	Annually
5	Information Technology Disaster Recovery Plan *(YHB-IT-ER-P0-0003)*	IT, Group	Established for Group	Annually
6	Cyber Incident Response Plan *(YHB-IT-ER-PL-0001)*	IT, Group	Established for Group	Annually
7	Pandemic Response Plan *(Document number)*	HSSEQ, Group	Established for Group	Annually