



# YINSON HOLDINGS BERHAD

# Corporate Social Responsibility

## POLICY & PROCEDURES

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01	1/9/2023	Issue for Approval	CSR Working Group	Chai Jia Jun	Board

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**Revision Details**

Rev. No.	Detail
01	<p><b><u>1.2 CSR Mission</u></b> Revised and updated the CSR Mission to be in aligned to the United Nation Sustainable Development Goals (UNSDGs) which have been identified by the organization - Goal 4, 5, 7, 8, 9, 13 &amp; 14. Included additional 2 new SDG goals – Goal 3: Good Health and Well-Being and Goal 15: Life on Land.</p> <p><b><u>4.1.2 Responsibilities - CSR Working Group</u></b> Included “CSR Working Group” which primarily administer the administration process of CSR along with CSR project proposal and execution.</p> <p><b><u>5 Employees Voluntary Time-Off</u></b> A new employee benefit which allows YINSON’s employees to take paid time off to volunteer their time to charitable or community service activities without taking a pay cut.</p> <p>Integration with Success Factor to include “Voluntary Time Off” leave for participating employees.</p>



## 1 INTRODUCTION

As an energy infrastructure and technology company, we define our mission statement as Passionately Delivering Powerful Solutions. In pursuing this mission, we are committed to our core values, i.e., Reliable, Open, Adaptable, Decisive and Sustainable. Through our core values, YINSON aims to be a reliable partner to our community and the environment where we operate our business.

This document set out, inter alia, guidelines and procedures for YINSON to operationalise CSR projects within the organisation and should be read in tandem with our CSR Policy & Procedure.

### 1.1 Scope

This Policy & Procedure applies to all YINSON employees which proposes and take part in the Group's CSR projects.

### 1.2 CSR Mission

YINSON's CSR Mission is to create positive economic, environmental, and social impacts in the area where YINSON operates its business. This is mainly done through the following pillars in line with the United Nation Sustainable Development Goals (UNSDGs):

- (i) To promote **quality education** and **effective learning** for all (Goal 3, 4, 5, 7 & 8)
- (ii) To promote **environmental conservation** and **preservation** (Goal 14 & 15)
- (iii) To address **climate change and its impacts** (Goal 13)
- (iv) To improve and/or built resilient **infrastructure** (Goal 7 & 9)

Through the missions above, we strive for:

- (i) The creation of shared value in terms of long-term outcomes and lasting positive impact in our communities and the environment through corporate philanthropy or/and impact investing.
- (ii) The encouragement of our employees to be involve in inspiring future generations and care for the community and environment through active participation in YINSON's CSR projects or through other forms of volunteerism in their own communities.

For the avoidance of doubt, YINSON employees would not be discouraged from carrying out other CSR projects beyond what is stated in the CSR Mission. However, priority will be given to CSR projects falling within our CSR Mission, in terms of resource allocation for implementation, including YINSON's annual budget. Also, the CSR Mission herein is not related to but a complement of YINSON's contractual obligation under local content requirements pursuant to its business operations.



### 1.3 Strategy

YINSON plans to carry out the CSR Mission through the development of internal programs or partnerships with suitable organizations sharing similar goals in the area of education and effective learning and the environment in line with the United Nation Sustainable Development Goals (UNSDGs) identified.

These will be YINSON’s main CSR strategy as the development of internal programs increases employee engagement and investment opportunities whereas partnership allows YINSON to leverage on the expertise and experience of other organizations established in carrying relevant CSR projects without harming the community and the environment despite the good intention.

Also, partnership with other organizations allows us to jointly share the costs required to fund the CSR projects. Contribution by YINSON to selected CSR projects may be in the form of financial or non-financial support, or both. An example of non-financial support may be in the form of time and effort e.g., employees’ participation in CSR projects.

## 2 OWNERSHIP

### Approver: CSR Committee Chairman

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

### Checker: CSR Committee

The CSR Committee, reporting to the CSR Committee Chairman, shall be the maintenance owner of the CSR Policy & Procedure to determine whether revisions are required due to changes in law or regulations, or changes in our business strategies or business environment. The document is to be made accessible to all Yinson Personnel and relevant external stakeholders through Yinson’s corporate website and other channels, where appropriate.

### 2.1 Continuous Improvement

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

## 3 ABBREVIATIONS & DEFINITIONS

### 3.1 References

ABAC	Anti-Bribery & Anti-Corruption
Board	Board of Directors
CSR	Corporate Social Responsibility (activities that YINSON Holdings Berhad engages in for the benefit of the wider community)
GRC	Governance, Risk Management & Compliance
MC	Management Committee
NGOs	Non-profit organizations
YINSON	YINSON Holdings Berhad and its subsidiaries



## 4 GOVERNANCE AND ADMINISTRATION

### 4.1 Responsibilities

#### 4.1.1 YINSON CSR Committee

- (i) to meet (whether physically or virtually) every 2 months to discuss and review potential and existing CSR projects;
- (ii) to identify, review and pre-approve all potential CSR proposals from YINSON's employees or from third party entities. However, the Management Committee is the final approver of the proposals as per YINSON's Group Limit of Authority;
- (i) to monitor the implementation process and progress of approved projects up to the completion of the said projects;
- (ii) to review the CSR budget annually for funds allocation; and
- (iii) to encourage CSR awareness within, including dissemination of news and updates on any CSR-related matters, in partnership with the Corporate Communications Department.

#### 4.1.2 CSR Working Group

- (i) to review and update CSR Policy & Procedure and other related forms when applicable.
- (ii) to handle all the CSR related administrative work such as Proposals, Forms, MOM, Notices and other ad hoc requests.
- (iii) to plan and propose CSR activities for Group.
- (iv) to assist in project execution.
- (v) to continuous update the CSR TS/Corporate website with the latest information.

#### 4.1.3 CSR Project Manager

- (i) to identify, prepare and propose CSR project to the CSR Committee accompanied by a complete "CSR Proposal Template".
- (ii) to ensure the proposed project is aligned with YINSON's CSR Mission, if applicable.
- (iii) to implement and monitor the progress of the approved project.
- (iv) to provide project status update periodically to the CSR Committee.
- (v) to complete the "CSR Closing Project Form" upon completion of the project.

### 4.2 Due Diligence

YINSON CSR Committee and all YINSON Group employees should exercise discretion when evaluating potential CSR projects, taking into consideration the economic, environmental and social impacts should such CSR projects be implemented. It is also of utmost importance for the CSR Committee and all YINSON Group employees to ensure that the said projects or any contributions are not a subterfuge for bribery and corruption or used to fund any governmental or political party candidates or campaigns.

Therefore, CSR projects are subject to an internal due diligence process during the proposal phase and prior to approval of the said projects.

All YINSON Group employees and Yinson CSR Committee should **take note** of the following matters when identifying potential CSR projects:



- (i) Ensure that ABAC due diligence is carried out on all CSR projects prior to approvals, including a background check on organisations involved in the said projects;
- (ii) The due diligence process should be completed as per YINSON Dealing with Third Parties Policy & Procedure;
- (iii) Partnerships in any CSR projects with established non-governmental organisations or non-profit organisations (collectively, “NGOs”) are encouraged;
- (iv) However, partnerships with for-profit organisations, whilst it is not restricted, should be considered with extra precaution; and
- (v) Ensure that all CSR projects adhere strictly to: (i) the Yinson Code of Conduct and Business Ethics, (ii) Yinson Anti-Bribery and Anti-Corruption Policy & Procedure and (iii) all applicable anti-bribery laws and regulations.

For further clarification, the list above is non-exhaustive. If in doubt, the requesting employee should consult with any members of YINSON CSR Committee or the Compliance Team for clarification.

#### 4.3 Implementation

Upon receipt of the final approval to proceed with the proposed CSR project(s), YINSON CSR Working Group shall inform the requesting employee(s) of the outcome and the requesting employee may proceed with the implementation of the approved CSR project(s). Yinson CSR Committee is responsible to monitor the progress of each approved CSR project through quarterly reports to be submitted by the requesting employee(s).

#### 4.4 Reporting

The project manager in charge of implementing the approved CSR project(s) shall provide status update to the CSR Committee every 2 month during the CSR Committee meeting until the completion of the said project(s).

### 5 EMPLOYEE VOLUNTARY TIME OFF

Voluntary Time Off is an employee benefit which allows YINSON’s employees to take paid time off to volunteer their time to charitable or community service activities they care about without taking a pay cut. Projects identified must be in line with the United Nation Sustainable Development Goals (UNSDGs) mentioned under the CSR Mission.

Employees should take note of the following with regards to Voluntary Time Off:

- Employees are granted four (4) days of volunteering time off annually and is required to apply for “Volunteering Time Off” leave via Success Factor for every participation.
- Employees are still required to apply even though the project falls on a weekend/public holiday.
- Time Off in Lieu is only applicable if the project falls on a weekend/public holiday at the discretion of their respective line manager.
- Any additional days of request will be applied using employee’s “Annual Leave” at the discretion of their respective line manager.
- Supporting documents such as the approved project proposal are required to be attached together when applying for the above-mentioned leaves.



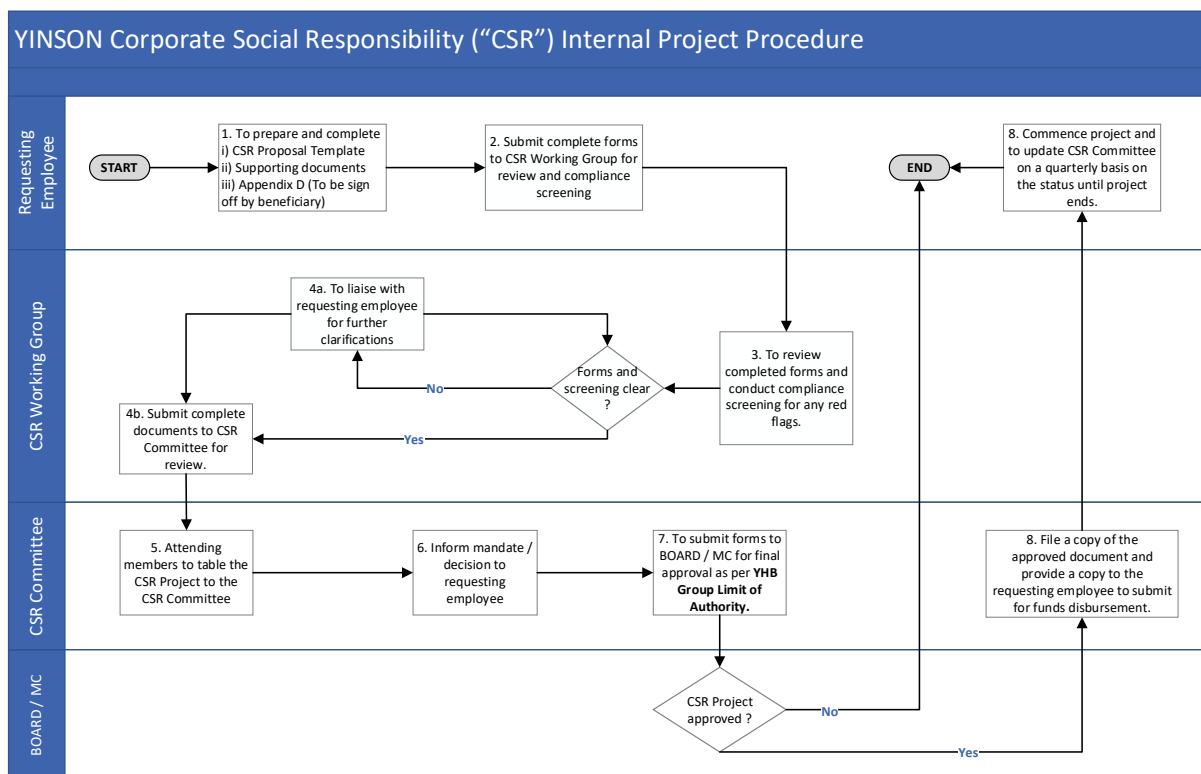
There are two (2) types of volunteerism project that employees can participate in :-

1. Internal project - Projects organized/coordinated by Yinson employees that is approved by CSR committee.
2. External project - Projects organized/coordinated by an external party.

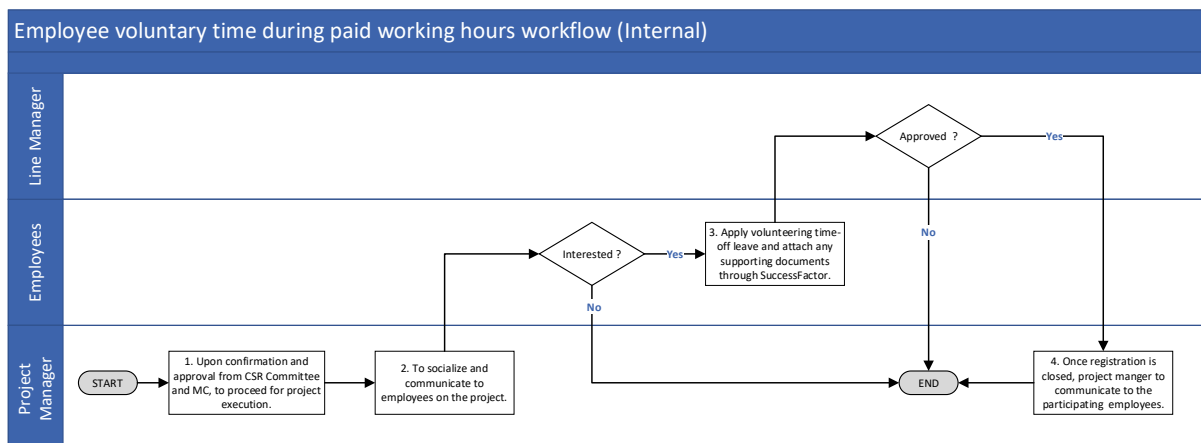
All projects are required to go through a proper due diligence and approval process before commencing. Please refer to the workflow below for more details.

## 6 PROCEDURE

### 6.1 CSR Internal Project Procedure



### 6.2 Employee voluntary time off workflow for internal projects







### 6.3 Employee voluntary time off workflow for external projects

