



YINSON HOLDINGS BERHAD

Diversity, Equality and Inclusion

POLICY & PROCEDURE

02	17/12/2021	Issued for Implementation	Robell Abdul Samad	Louisa Brady	Board
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Process:	Human Resources	Applicable To:	YINSON Group of Companies
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Please refer PULZ system for the most up to date version*



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Rev. No.	Section	Details
01	All	First Policy issue
02	Overall Section 1 Section 4	<ul style="list-style-type: none">• Change of policy name to reflect best practise• Updated section 1 to reflect best practices and ensure we capture how this is linked to company values• Updated section 4 to reflect changes in job title and new positions at Senior Management Level

Revision Details



1 PURPOSE AND OBJECTIVES

- The Diversity, Equality and Inclusion Policy (“Policy”) is intended to address how Yinson Holdings Berhad (“YHB” or “Company”) and all its subsidiary companies (“Group”) intend to set out an approach to achieve equity, diversity and inclusion across the business, communities and with all stakeholders. Implementation of this Policy will enable us to respect the fundamental human rights of our workforce, uphold international standards on equity, diversity and inclusion, make informed decisions to manage risks to our people, to our business and fulfil commitments in our Human and Labour Rights Policy.
- The objective of this Policy is to reaffirm our company core values by ensuring we provide an open and all-inclusive working environment where our employees feel safe to rely on leadership and each other without fear of any form of unlawful discrimination and lack of respect for each other’s uniqueness.
- To ensure we are adaptable and encourage an all-inclusive culture, we aim to create an agile working culture which does not discriminate against our employees.
- We believe that to attain sustainable business results, we must embrace a diverse workforce who challenge decisions from a wider range perspective. This we believe forms the fabric of greater innovation, better framed strategies and provide alternative views that are more robust.

1.1 Our Belief in Diversity, Equality and Inclusion at Yinson

- We recognize and embrace the benefits of having a diverse Board, Senior Management and workforce to enhance the quality of our performance. We acknowledge that equity, diversity and inclusion encourage varied perspectives and an enhanced ability to critically evaluate how we operate as a Company and interact with our various stakeholders.
- We also believe our employees are our most valuable assets. The diverse individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company’s achievement.
- We embrace and encourage our employees’ differences including but not limited to age, race, disability, ethnicity, family or marital status, gender, language, national origin, physical and/or mental ability, , religion, status, and other characteristics that make our people unique.
- Yinson’s diversity, equality and inclusion initiatives are applicable but not limited to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:
 - Respectful communication and cooperation between all employees.



- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

1.2 Scope

- The scope of this Policy is global. It applies to our Board of Directors, Senior Management, officers and employees of Yinson Holdings Berhad ("YHB" or "the Company") and all its subsidiary companies ("the Group").
- All our offices, sites, vessels and platforms shall respect the human rights of our employees, contractors and the communities in which we operate.

1.3 Role of the Nominating and Remuneration Committee

- The Nominating and Remuneration Committee of the Company ("NRC") shall review and assess candidates for Board and Senior Management positions from time to time based on the range of diversity perspectives, including but not limited to the age, colour, disability, ethnicity, family or marital status, gender, language, national origin, physical and/or mental ability, race, religion, status, and other characteristics that make our people unique. The ultimate decision will be based on merit, contribution and potential that the selected candidates will bring to the Board and its workforce.

1.4 Board of Directors

- The NRC reviews and assesses Board composition on behalf of the Board and recommends the appointment of new Directors and retention of existing Directors. It also oversees the conduct of the annual assessment of Board effectiveness. The NRC conducts assessment of the Board as a whole, the Board committees and individual Directors on yearly basis. The NRC would analyse, evaluate, assess, and recommend to the Board should there be any necessity for training by the existing Director or amendment to the Board composition, for the effective functioning of the Board.
- In reviewing Board composition, NRC will consider the benefits of all aspects of diversity, equality and inclusion in order to maintain an appropriate range and balance of skills, experience and background on the Board. In identifying suitable candidates for appointment to the Board, NRC will consider candidates on merit against objective criteria and with due regard for the benefits of diversity on the Board.



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1.5 Senior Management

- All persons, regardless of age, gender, ethnicity, cultural background or other personal factors, with appropriate experience and qualifications will be considered equally when considering for Senior Management positions. All decision associated with career advancement, including promotions, training, transfers, and other assignments will have to meet the Group's needs and be determined based on skills, capabilities, and merit regardless of age, colour, disability, ethnicity, family or marital status, gender, language, national origin, physical and/or mental ability, race, religion, status, and other characteristics that make our people unique.



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2 OWNERSHIP

Approver: Board of Director, YHB

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

Checker: Lim Chern Yuan, Group Chief Executive Officer (Group CEO)

The Corporate Document Controller, reporting to the Head of 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, signoff, and revision coding.

2.1 Continuous Improvement.

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



3 ABBREVIATIONS & DEFINITIONS

The Definitions below are the YHB standard for all managed documents.

CIMS	Corporate Information Management System
YHB	Yinson Holdings Berhad
MDR	Master Document Register
MS	Management System
CDC	Corporate Document Controller
EDMS	Electronic Document Management System
Managed Document	Any document critical to the delivery of your products and/or services is controlled. This ensures that everyone in the organization is using the most recent (and correct) instructions, keeping the correct records, understanding the policies and procedures that allow YHB to operate.
Management System	The system used to manage the documents that require control, management and security.
NRC	Nominating and Remuneration Committee
The Group	YHB and its subsidiary companies



4 MONITORING AND REPORTING

- The NRC will report annually, in the Annual Report, its activities which include Board's composition having regard to the mix of skills, independence, with equity, diversity and inclusion and monitor the implementation of this Policy.
- The Board will delegate to the Human Resource Department together with the Group CEO to implement, provide training to all stakeholders through our human rights and labour training and monitor the objective of this Policy to promote a corporate culture which embraces age, colour, disability, ethnicity, family or marital status, gender, language, national origin, physical and/or mental ability, race, religion, status, and other characteristics that make our people unique. The Human Resource Department shall obtain feedback on training and report the evaluation on the effectiveness of the implementation of this Policy to the workplace and the Board annually.
- All employees have responsibilities to support and respect equity, workplace diversity, ethical practices, workplace safety and to prevent unlawful discrimination and harassment.
- This Policy will be reviewed periodically or as and when required by the NRC and recommendation be made to the Board for approval on any revision.

4.1 References

YHB-RC-CG-PO-0003 - Human and Labour Rights Policy