

# SUSTAINABILITY REPORT 2017





# our VISION

Oriental Holdings Berhad aims to achieve sustainable business growth and enhance shareholders value.

# our MISSION

We seek to be a highly competitive organisation through innovation, and achieve continuous improvements in our businesses.

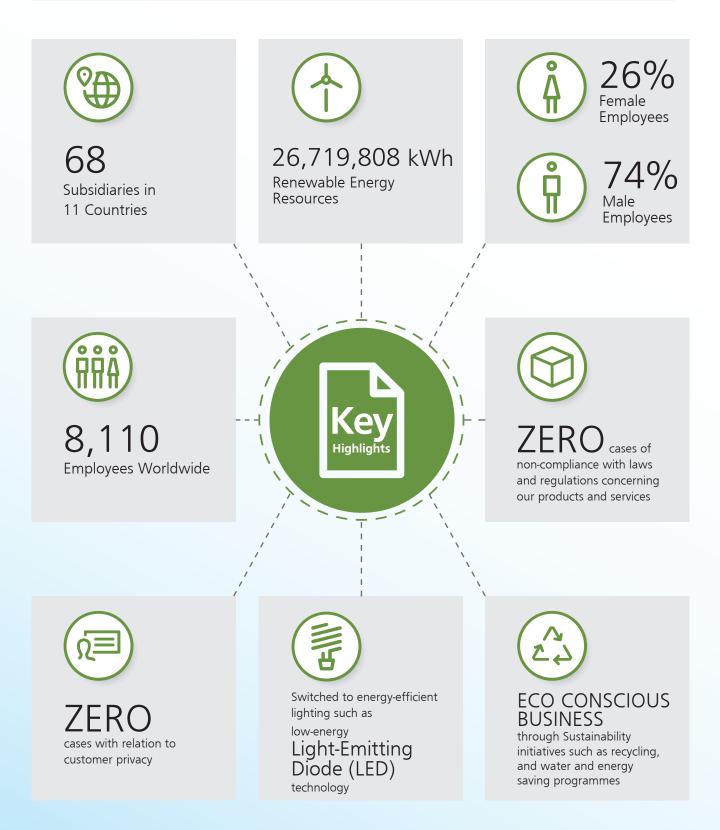
# OUR VALUES

- Our people are our valued business core.
- Our customers are our focus of excellence.
- Our business integrity is our commitment and responsibility.
- Our shareholders are our utmost important business relationship.
- Our dedication for continuous improvement is our core driving force.

# CONTENTS

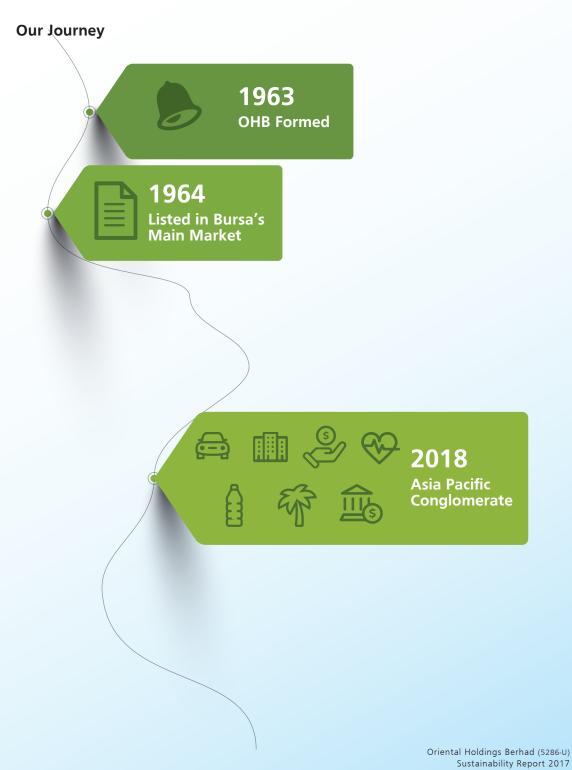
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# HIGHLIGHTS OF 2017



GRI 102-1, 102-2

This year, marks Oriental Holdings Berhad's ("OHB") 55th year since its humble beginning as a private company and 54 years being listed on the Main Market of Bursa Malaysia Securities Berhad. OHB is among the region's leading conglomerate with 68 subsidiaries covering seven industries across 11 locations worldwide and 8,110 strong employees base. Working with different sectors, people and needs, OHB has always aspired to reform the whole system to achieve noteworthy and lasting improvement in social, environmental and economic outcomes.



Oriental Holdings Berhad, a diversified Group comprising 68 subsidiaries and 14 associated companies with business activities in the countries such as Malaysia, Singapore, Indonesia, Brunei, Australia, New Zealand, United Kingdom, Mauritius, Thailand, People's Republic of China and Vietnam. Oriental's business activities cover seven core segments, namely:



Under the **Automotive Division**, Kah Motor is the distributor for Honda vehicles in Singapore and Brunei and operates eight out of 88 of the Honda dealerships in Peninsular Malaysia and another dealership in Sabah. Kah Classic currently is a dealer of Mitsubishi Motor Malaysia Sdn Bhd, providing sales and services of Mitsubishi branded vehicles through two key outlets and is looking to expand its dealership network in Mitsubishi and explore into other brands.

The **Plastic Division** is headed by its 60% subsidiary, Teck See Plastic ("TSP"), one of the oldest auto parts manufacturing companies in Malaysia. It started a JV with Hicom since 1980s, to supply plastic molding to Proton and is one of the dominant players in the business. With the ongoing JV with Kasai Kogyo Japan, TSP Group is keen to expand into other related integrated services.

The **Hotels and Resorts Division** currently owns 10 hotels, four of which are in Australia, two in New Zealand and one each in Malaysia, Singapore, Thailand and United Kingdom. The division will continue to acquire excellent properties to expand its hospitality operations and is keen to expand its business globally when the opportunity arises.

The **Plantation Division** has consistently provide a positive contribution to the Group's performance and endeavours to contribute significantly to the Group's performance. The division's operations in Indonesia currently comprises two matured plantations, one maturing with 34,257 Ha planted and three Crude Palm Oil Mills in Bangka Island. A further five companies are under development with over 60,000 Ha land bank in South Sumatra. To date, over 21,400 Ha of the concession area in South Sumatra has been acquired, over 9,350 Ha has been planted and the harvesting area is now over 4,000 Ha. The division plans to plant about 1,000 to 2,000 hectares each year in the next two years. It has generated a healthy cash pile over the years and is still expanding. A fourth CPO Mill, the first for South Sumatra is targeted to be commissioned by end of 2019. The division has a planted area of 4,825 Ha in Malaysia.

Most of the business activities in the **Investment Properties and Trading of Building Material Products Division** are in the supply of building materials. However, in 1994, Oriental was given a concession by the Melaka state government to reclaim a total of 1,125 acres in Klebang, Melaka.

The Group has reclaimed 985 acres of sea off the Melaka coastline out of the concession area. Reclamation works are ongoing for the remainder of the concession area which, when completed, will provide valuable land bank for the Group. The land that acquired in Melbourne, Australia has started the construction at the end of 2017 to develop into two floors of retail and commercial spaces and five floors of serviced apartments. In addition, an office building at Collins Street Melbourne was acquired in 2017 that is foreseen to generate a healthy income from rental.

The **Investment Holding & Financial Services Division** comprises mainly investment in subsidiaries and other investments for recurring income. The new **Healthcare Division** was launched following the acquisition of a nursing college in Melaka in September 2011 and the construction of the medical hub in August 2012 on the Group's reclaimed land at Klebang, Melaka. The Medical hub was officially launched in 2015. The Melaka Straits Medical Centre is a 300 bed medical hub comprising a nursing college and medical establishment. The eight levels medical unit is sited on a 25 acres of the reclaimed land at Klebang, Melaka, just a mere 10 minutes from city center.

OHB is open to new ideas when it comes to business opportunities and has always diversified prudently and will continue to focus on businesses that generate recurring and sustainable income.

As a responsible company, OHB is committed to move the business forward with integrity, complying with laws and regulations along with company codes and policies, valuing team diversity and contributions from all. We have always believed that our business should always follow fundamental principles of good corporate governance while striking a harmonious synergy between corporate pursuits and social obligations. At OHB, we are committed to **Our Community**, **Our Environment, Our Customers and Our People.** 

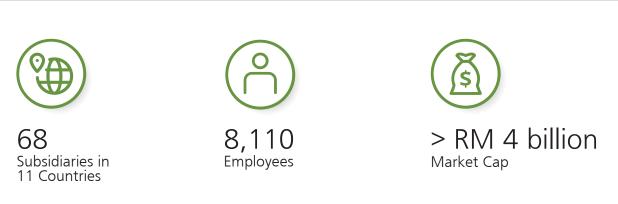


The Australian Hospitality subsidiaries support the sustainability practices through the following:

- Water and energy saving program
- Participation in Earth Hour
- Participation in WaterMAP program
- Bathroom towel recycling program
- Recycling of cardboard and paper
- Recycling Rain Water through Rain Water Tanks
- Energy saving light globes
- Timers on lights and air conditioning
- Eco-friendly laundry chemicals
- Half cistern water flushing
- Power saving timers on TVs in rooms
- Flow control on tap-ware
- Water saver shower heads in guest rooms
- Participation in Government initiated automated non-essential power outlet shutdown device program in all accommodation rooms.

## **Market Presence**





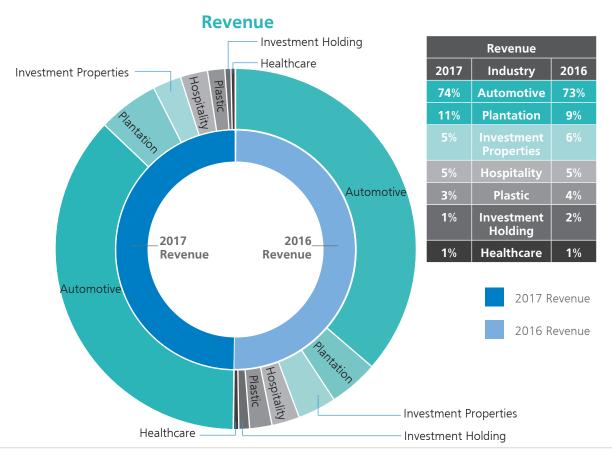
# FINANCIAL HIGHLIGHTS

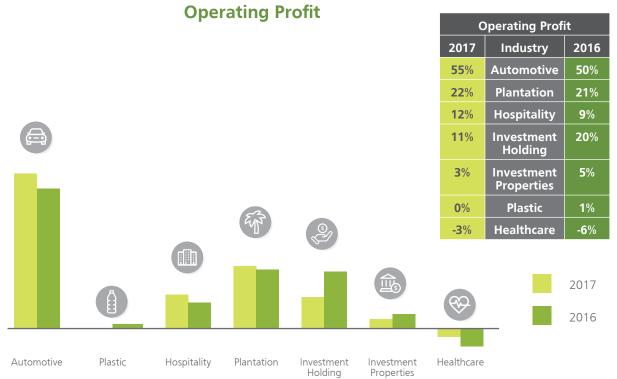
The economic performance is a fundamental part of our business. Through positive performance, effective management and reinvestment in the business can ensure the sustainability of market share. These provides stable, long-term employment and income for workers, which benefits the community and economy as our business hires exclusively from the local workforce, thereby generating and/or training local talent and skills. The more positive the performance, the more employment opportunities can be offered. The flow on impact of this into the local and national economies through salaries and wages and requirements from suppliers to enable the operation to function become a catalyst for economic and social growth.

As much as we do our best in operating our businesses in a smooth and seamless way, we do face challenges that interrupts our operations across all industry and divisions. We also do our best to leverage on opportunities caused by nature as well as find ways to mitigating the challenges or risks resulting from climate change. Some of the forecasted risk, opportunities and the financial implications caused by climate change are as follows:

| Risk/<br>Opportunity | Impact  | Financial Implication  | Mitigation   | Cost of Mitigating<br>Action  |
|----------------------|---|--|--|---|
|                      |   | Automotive   |  |   |
| Risk                 | Change in macro economic<br>conditions  | Increase by RM 0.8M for<br>year 2017 vs 2016   | Expand the export sales  | To increase on export sales   |
| Risk                 | Change in government<br>policies  | Increase by RM 2M for<br>year 2017 vs 2016   | To expand into<br>REM and export<br>market   | Hiring marketing personal<br>in automotive industry to<br>penetrate REM                               |
| Risk                 | Adverse foreign exchange<br>fluctuations  | Six months FX rate<br>mechanism with Honda,<br>to negotiate FX rate with<br>Proton and Sapura  | Monitoring of<br>exchange rate<br>impact on our<br>product costing                   | To negotiate with<br>customers on the<br>price revision due to<br>forex impact for major<br>customers |
|                      |   | Plantation   |  |   |
| Risk                 | High rainfall - affect crop<br>harvesting and collections   | Lower earnings due to<br>delay in crop harvesting<br>and collections   | Longer working<br>hours and deploy<br>more manpower                                  | Higher operating cost   |
| Risk                 | Lower rainfall - longer<br>drought season and caused<br>forest fire                                 | Lower earnings due<br>to lower productivity,<br>interrupted palm oil mill<br>daily operations because<br>of unstable water supply,<br>damage of the palm trees<br>because of forest fire | Water conservation<br>for palm oil<br>mill operations,<br>emergency<br>response team | Higher operating cost   |
|                      |   | Hospitality  |  |   |
| Risk                 | Reduction in snow line level<br>affects the Chateau Tongariro<br>hotel during high winter<br>season | Reduction in revenue   | Diversification of<br>markets/alternative<br>activities                              | Ongoing marketing cost<br>(low)   |
| Risk                 | Increased inclement weather<br>patterns for Wairakei resort<br>during high summer season            | Reduction in revenue   | Diversification of<br>markets/alternative<br>activities                              | Ongoing marketing cost<br>(low)   |
| Risk                 | Future regulation could result<br>in higher taxes and energy<br>prices                              | Higher taxes and energy prices   | Lower overhead<br>spend  | CSR team to review<br>advice regarding carbon<br>footprint  |
| Risk                 | Future regulation could result in lower energy consumption  | Lower energy<br>consumption  | Lower overhead<br>spend  | CSR team to review<br>advice regarding carbon<br>footprint  |
| Risk                 | Flooding and cyclones could increase insurance premiums   | Increase in insurance<br>premiums  | Lower overhead<br>spend  | Business continuity<br>planning   |
| Risk                 | Flooding and cyclones could result in potential loss of revenue                                     | Potential loss of revenue  | Lower overhead<br>spend  | Business continuity<br>planning   |

# FINANCIAL HIGHLIGHTS





Note: Please refer to Financial Highlights of the Group in the Annual Report 2017.

# GROUP CORPORATE STRUCTURE

### Name of Subsidiaries and Associates

| Automotive and   | ΑΑΡ      | : | Armstrong Auto Parts Sdn. Berhad  |
|------------------|----------|---|---|
| Related Products | АСР      | : | Armstrong Cycle Parts (Sdn.) Berhad   |
|                  | ACPV     | : | Armstrong Component Parts (Vietnam) Co., Ltd (Commenced member's voluntary winding up on 6 February 2017) |
|                  | AR       | : | Armstrong Realty Sdn. Bhd.  |
|                  | ATS      | : | Armstrong Trading & Supplies Sdn. Bhd.  |
|                  | BSB      | : | Boon Siew (Borneo) Sendirian Berhad   |
|                  | НМ       | : | Happy Motoring Co. Sdn. Bhd.  |
|                  | Kah M    | : | Kah Motor Company Sdn. Berhad   |
|                  | KBA      | : | Kah Bintang Auto Sdn. Bhd.  |
|                  | КС       | : | Kah Classic Auto Sdn. Bhd.  |
|                  | KMA      | : | KM Agency Sdn. Bhd.   |
|                  | КР       | : | Kah Power Products Pte. Ltd.  |
| Plastic Products | AI       | : | Armstrong Industries Sdn. Bhd.  |
|                  | СС       | : | Compounding & Colouring Sdn. Bhd.   |
|                  | DF       | : | Dragon Frontier Sdn. Bhd.   |
|                  | ктѕм     | : | Kasai Teck See (Malaysia) Sdn. Bhd.   |
|                  | LMold    | : | Lipro Mold Engineering Sdn. Bhd.  |
|                  | OIW      | : | Oriental Industries (Wuxi) Co., Ltd.  |
|                  | ΟΚΙ      | : | PT Oriental Kyowa Industries  |
|                  | ONDE     | : | Oriental Nichinan Design Engineering Sdn. Bhd.  |
|                  | OSI      | : | Oriental San Industries Sdn. Bhd.   |
|                  | TSP      | : | Teck See Plastic Sdn. Bhd.  |
| Hotels and       | 30Ben    | : | 30 Bencoolen Pte. Ltd.  |
| Resorts          | KNZ      | : | KAH New Zealand Limited   |
|                  | KAust    | : | KAH Australia Pty Limited   |
|                  | Bint     | : | Bayview International Sdn. Bhd.   |
|                  | KPCL     | : | Kingdom Properties Co. Limited  |
|                  | SBHL     | : | Silver Beech Holdings Limited   |
|                  | SBIOM    | : | Silver Beech (IOM) Limited  |
|                  | SBO      | : | Silver Beech Operations UK Limited  |
|                  | SBL      | : | Suanplu Bhiman Limited  |
|                  | PSH      | : | Park Suanplu Holdings Co., Ltd.   |
| Plantation       | ORPO     | : | Oriental Rubber & Palm Oil Sdn. Berhad  |
|                  | PT BSSP  | : | PT Bumi Sawit Sukses Pratama  |
|                  | PT DAM   | : | PT Dapo Agro Makmur   |
|                  | PT GBina | : | PT Gunungsawit Binalestari  |
|                  | PT GML   | : | PT Gunung Maras Lestari   |
|                  | PT GSSL  | : | PT Gunung Sawit Selatan Lestari   |
|                  | PT PPA   | : | PT Pratama Palm Abadi   |
|                  | PT SAP   | : | PT Surya Agro Persada   |
|                  | PT SSL   | : | PT Sumatera Sawit Lestari   |

# GROUP CORPORATE STRUCTURE

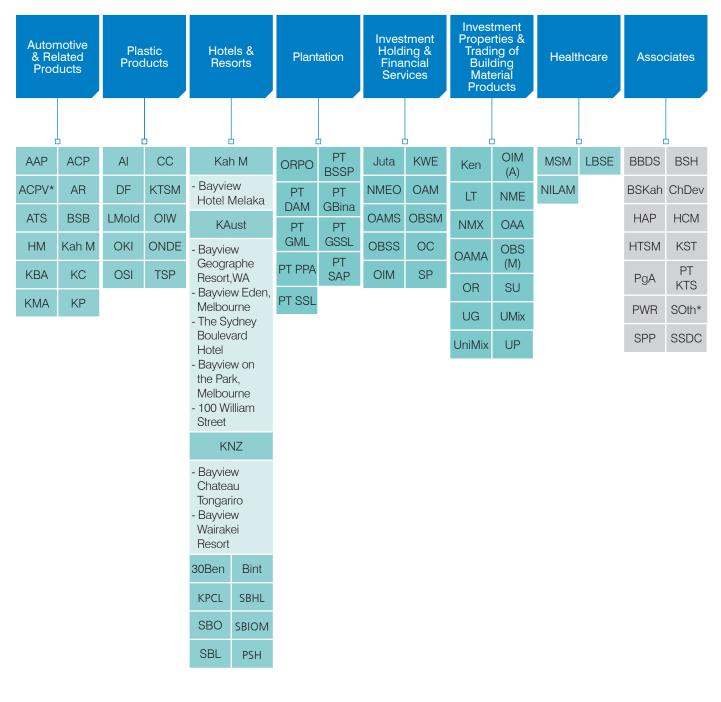
### Name of Subsidiaries and Associates

|                                  | lute         |   | lutaiati Cala Dha  |
|----------------------------------|--------------|---|--|
| Investment<br>Holding and        | Juta         |   | Jutajati Sdn. Bhd.   |
| Financial Services               | KWE          | : | Kwong Wah Enterprise Sdn. Bhd.   |
|                                  | NMEO         | : | North Malaya Engineers Overseas Sdn. Bhd.  |
|                                  | OAM          | : | Oriental Asia (Mauritius) Pte. Ltd.  |
|                                  | OAMS         | : | OAM Asia (Singapore) Pte. Ltd.   |
|                                  | OBSM         | : | Oriental Boon Siew (Mauritius) Pte. Ltd.   |
|                                  | OBSS         | : | OBS (Singapore) Pte. Ltd.  |
|                                  | <b>OC</b>    | : | Syarikat Oriental Credit Berhad  |
|                                  | ΟΙΜ          | : | Oriental International (Mauritius) Pte. Ltd.   |
|                                  | SP           | : | Selasih Permata Sdn. Bhd.  |
| Investment                       | Ken          | : | Kenanga Mekar Sdn. Bhd.  |
| Properties and                   | LT           | : | Lipro Trading Sdn. Bhd.  |
| Trading                          | NME          | : | North Malaya Engineers Trading Company Sdn. Berhad                                   |
| of Building<br>Material Products | NMX          | : | North Malaya (Xiamen) Steel Co., Ltd.  |
| Waterial Products                | ΟΑΑ          | : | Oriental Asia (Aust.) Pty. Ltd.  |
|                                  | OAMA         | : | OAM (Aust) Pty. Ltd.   |
|                                  | OBS (M)      | : | Oriental Boon Siew (M) Sdn. Bhd.   |
|                                  | OIM (A)      | : | OIM (Aust) Pty. Ltd.   |
|                                  | OR           | : | Oriental Realty Sdn. Bhd.  |
|                                  | SU           | : | Simen Utara Sdn. Bhd.  |
|                                  | UG           | : | Ultra Green Sdn. Bhd.  |
|                                  | UMix         | : | Unique Mix (Penang) Sdn. Bhd.  |
|                                  | UniMix       | : | Unique Mix Sdn. Bhd.   |
|                                  | UP           | : | Unique Pave Sdn. Bhd.  |
|                                  |              |   |  |
| Healthcare                       | LBSE         | : | Loh Boon Siew Education Sdn. Bhd.  |
|                                  | MSM          | : | Melaka Straits Medical Centre Sdn. Bhd.  |
|                                  | NILAM        | : | Nilam Healthcare Education Centre Sdn. Bhd.  |
| Associates                       | BBDS         |   | Bukit Batok Driving Centre Ltd.  |
| Associates                       | BSH          |   | Boon Siew Honda Sdn. Bhd.  |
|                                  | BSKah        |   | B. S. Kah Pte. Ltd.  |
|                                  |              |   | Chainferry Development Sdn. Berhad   |
|                                  | <u>ChDev</u> |   |  |
|                                  | HAP          |   | Honda Autoparts Manufacturing (M) Sdn. Bhd.  |
|                                  | HCM          | · | Hitachi Construction Machinery (Malaysia) Sdn. Bhd.                                  |
|                                  | HTSM         |   | Hicom Teck See Manufacturing Malaysia Sdn. Bhd.                                      |
|                                  | KST          |   | Kasai Teck See Co., Ltd.   |
|                                  | PgA          |   | Penang Amusements Company Sdn. Berhad  |
|                                  | PT KTS       | : | PT Kasai Teck See Indonesia  |
|                                  | PWR          | : | Penang Wellesley Realty Sdn. Berhad  |
|                                  | SPP          | : | Southern Perak Plantations Sdn. Berhad   |
|                                  | SOth         | : | Super Othello Sdn. Bhd. (Commenced member's voluntary winding up on 23 October 2017) |
|                                  | SSDC         | : | Singapore Safety Driving Centre Ltd.   |

# GROUP CORPORATE STRUCTURE

GRI 102-5, 102-45

# **ORIENTAL HOLDINGS BERHAD**



 Subsidiaries
 Associates

 Note: \* Under member's voluntary winding up

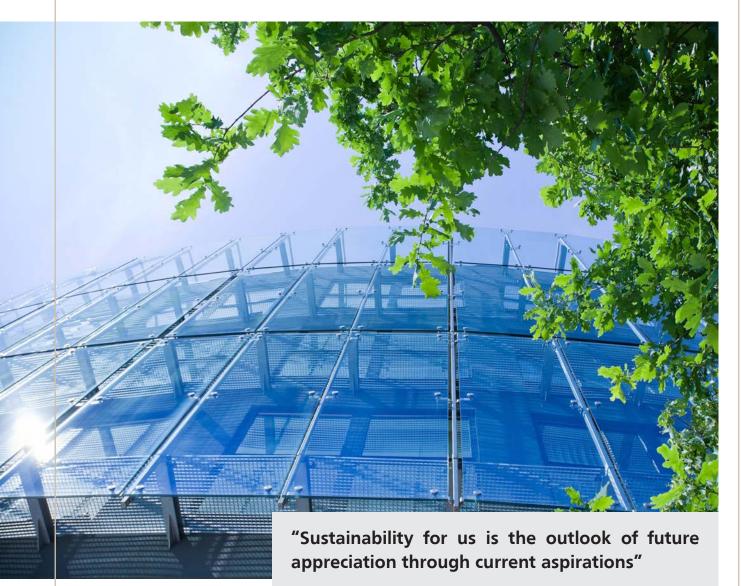
# AWARDS AND RECOGNITION





# EXECUTIVE CHAIRMAN'S MESSAGE

GRI 102-14



Oriental Holdings Berhad

Oriental Holdings Berhad has shown great appreciation towards sustainable business and we have embedded the essence of sustainability into our business strategies, management approaches and decisions. We are concerned of our stakeholders' interest on our business impacts to the social, economic and environment. We understand that our various businesses bring impacts that matter to both our business and stakeholders. Only through sustainability business, we can recognise and minimise risks or even change it to opportunities. Thus, we are proud to present you, as our most valued stakeholders, OHB's second Sustainability Report for year 2017.

#### **Our Governance**

We strongly believe that good governance is the blueprint of any business success. Each year, we appraise and analyse the current available policies and find ways to improvise in order to adopt new business needs and challenges. We closely align our Group business governance with the Malaysian Code of Corporate Governance, Bursa's Listing Requirements, Securities Commission Act and other local laws. Besides that, we are also obliged to country legislations where our business influences are present. It is important for us to fulfil all legislation requirements and support good business conduct. Similar to last year, we are proud to record zero breach of any legal requirements or penalty imposed by the authorities.

#### **Our People**

Our biggest business assets of all, is our employees. We are committed to provide our people a well-deserved working environment. This is materialised by understanding the needs of knowledge evolution through meaningful and impactful trainings. We have conducted 469 talent development programmes through the reporting year. Recognising our employees' continuous efforts, we make sure that our people are recognised based on merit regardless of age, race, gender, religion, marital status and family responsibilities or disability. In 2017, we have a strong workforce of 8,110 employees with 26% are female employees. We have always believed in experienced employees to steer our core business, clearly shown as recorded 5% of our working strength consist of those above the age of 55. This does not mean we undermine the younger generations, as we also believe that the future experts are to be valued. This is shown by 34% of our people are aged 30 years and below.

### **Our Environment**

We understand the importance of reducing our environmental footprint. As we continue to grow regionally, our direct influence to the environment also expands. We are taking steps to minimise environmental impacts through strategic monitoring and implementations. For instance, our plantation processes comply with requirement of both Roundtable on Sustainable Palm Oil (RSPO) and Malaysia Sustainable Palm Oil. We also strive to display our environmental commitments beyond compliance. Our hospitality industry implemented a number of green initiatives such as, effective lighting using sensors, eco-conscious business, food waste management and geothermal energy utilisation.

### **Our Community**

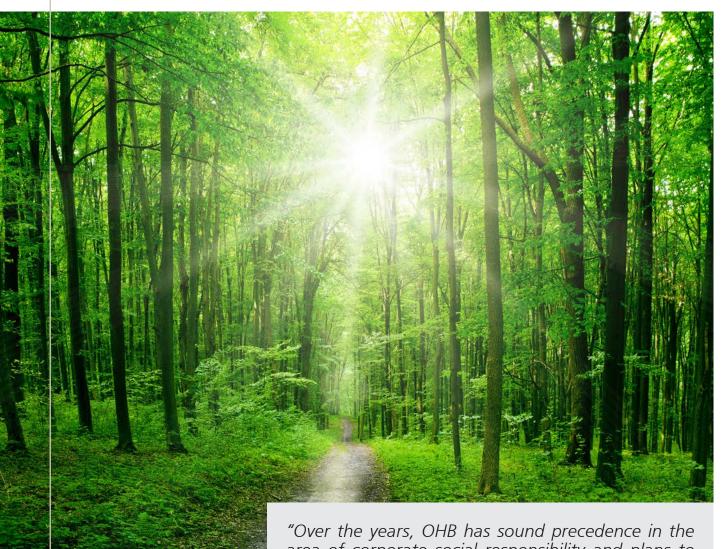
At OHB, we are committed in extending our compassion on social issues where our business operations exist. We always feel obliged to contribute, help impact the growth of local communities towards maintaining a sustainable harmonious relationship. Some of the community encouragement activities done during the reporting year are repair works for schools and mosques, supply clean water for consumption, flood mitigation, road repair and financial assistance.

#### **Looking Ahead**

We want sustainability to be part of our business processes, beyond compliance and reporting. The Group is committed to embrace the real meaning of sustainability by revisiting and including sustainability aspects in our current policies and practices. We look forward to establish better tracking mediums to evaluate and consider valuable changes. I trust you will find this Sustainability Report informative and delivers a fair and balanced view of our position and performance on identified material matters.

Datuk Loh Kian Chong Executive Chairman

# ABOUT THIS REPORT



area of corporate social responsibility and plans to achieve greater heights in the forth coming years."

Oriental Holdings Berhad has set a strong legacy in the area of Sustainability. The Sustainability Report 2017 shares the Company's sustainability journey covering the successes and challenges faced over the past year. Our report articulates the continuous dedication in improving the integration of sustainability into our working environment across all divisions worldwide. Raising the bar towards aligning our initiatives with the GRI Standards, we have identified new gaps and understood crucial aspects and aspire to enhance key areas. The report further enunciates the positive growth we have achieved in creating meaningful impacts in economic performance, environment, social and community.

# ABOUT THIS REPORT

### GRI 102-3,102-46, 102-50, 102-51, 102-52, 102-53, 102-54

## **Scope of the Report**



- This report has been prepared in reference with the GRI Standards<sup>1</sup> to meet Bursa Malaysia Securities Berhad Main Market Listing Requirements.
- This report focuses on key industries mainly Automotive, Plantation, Hospitality and Healthcare as it is attempted to cover issues that are material to OHB (selected subsidiaries) for the financial year ended December 2017. Moving forward, the report will include the rest of the industries.

## Availability & Coverage



This report will be publicly available online via our website **www.ohb.com.my**.

## **Reporting Period**



Oriental Holdings Berhad has embarked on publishing sustainability report annually. The inaugural report was published in 2016. This report covers the period from January 1<sup>st</sup>, 2017 to December 31<sup>st</sup>, 2017 (Fiscal/Financial Year).

## Boundary



This report refers to the period January  $1^{st}$ , 2017 to December  $31^{st}$ , 2017 (unless indicated otherwise), and covers:

- selected activities of OHB (including principal subsidiaries);
- address company's operations (offices, products and sales); and
- the performance data's collected from selected subsidiaries are within the organisation.

## Audience



This report is published for the following list of stakeholders, not limited to, which include:

- Shareholders and Investors;
- Media;
- Government;
- Suppliers;
- Customers;
- Employees; and
- Local Communities.

## Feedback for the Report

We welcome your comments, thoughts and remarks, which can be directed to our headquarters:

Oriental Holdings Berhad, 1<sup>st</sup> Floor, 25B Lebuh Farquhar, 10200 Penang, Malaysia

| Telephone | : +604 2638590   |
|-----------|------------------|
| Email     | : ir@ohb.com.my  |
| Webpage   | : www.ohb.com.my |

<sup>1</sup>This material references the following GRI Standards 2016 listed on pages 39, 40 and 41.

# STAKEHOLDER ENGAGEMENT

"Our stakeholders are highly diverse, reflecting the depth of our footprint within local reach of global market. We have identified our main stakeholder's groups using the GRI Standards (Stakeholder Inclusiveness). Based on the list below, we have identified seven main stakeholder groups and their sustainability concerns. Our robust approach through digital engagements led to identifying vital sustainability concerns from both internal and external stakeholders."

The table below illustrates the list of sustainability concerns which resulted from the stakeholder engagements.

| Stakeholders                  | Mode of Engagement  | Frequency<br>of Engagement   | Stakeholder Concerns /<br>Sustainability Issues  |
|-------------------------------|---|--|--|
| Shareholders and<br>Investors | <ul> <li>Annual General Meeting (AGM)</li> <li>Briefing / Meeting</li> <li>Extraordinary General Meeting</li> <li>Performance Review</li> <li>Meeting with EXCO and Board</li> <li>Electronic Communication</li> </ul>  | Annually<br>As needed<br>As needed<br>Quarterly<br>Quarterly<br>As needed            | <ul> <li>Economic Performance</li> <li>Market Presence</li> <li>Indirect Economic Impacts</li> <li>Procurement Practices</li> <li>Anti-Corruption</li> <li>Anti-Competitive Behaviour</li> <li>Energy</li> </ul>   |
| Media                         | <ul> <li>Media events</li> <li>Advertising agent</li> <li>Press Interviews / Releases</li> </ul>  | As needed<br>As needed<br>As needed  | <ul><li>Economic Performance</li><li>Marketing and Labelling</li></ul>   |
| Government                    | <ul> <li>Income tax filing</li> <li>Annual Return</li> <li>GST reporting</li> <li>Electronic Communication</li> <li>Local authorities</li> </ul>  | Annually<br>Semi Annually<br>Monthly / Quarterly<br>As needed<br>As needed           | <ul> <li>Anti-Competitive Behaviour</li> <li>Occupational Health and Safety</li> <li>Environmental Compliance</li> <li>Marketing and Labelling</li> <li>Socioeconomic Compliance</li> <li>Economic Performance</li> <li>Indirect Economic Impacts</li> <li>Customer Health and Safety</li> </ul>   |
| Suppliers                     | <ul> <li>Project Centric</li> <li>Supplier Audit</li> <li>Orders Placement</li> <li>Meetings</li> <li>Electronic Communication</li> </ul>   | Regular<br>As needed<br>Monthly<br>Daily<br>As needed                                | <ul> <li>Supplier Social Assessment</li> <li>Procurement Practices</li> <li>Supplier Environmental Assessment</li> <li>Marketing and Labelling</li> <li>Materials</li> </ul>   |
| Customers                     | <ul> <li>Customer Feedback</li> <li>Questionnaire/Survey</li> <li>Social media</li> <li>Electronic Communication</li> </ul>   | As needed<br>As needed<br>As needed<br>As needed                                     | <ul> <li>Anti-Corruption</li> <li>Customer Health and Safety</li> <li>Customer Privacy</li> <li>Marketing and Labelling</li> <li>Local Communities</li> </ul>  |
| Employees                     | <ul> <li>Monthly payroll</li> <li>Staff appraisals</li> <li>Training and product knowledge</li> <li>Management Meeting with Union</li> <li>Performance Review / Incentives</li> <li>Individual Development Programme</li> <li>Electronic Communication</li> </ul> | Monthly<br>Annually<br>Periodically<br>Monthly<br>Annually<br>As needed<br>As needed | <ul> <li>Training and Education</li> <li>Employment</li> <li>Occupational Health and Safety</li> <li>Labour Management Relations</li> <li>Diversity and Equal Opportunity</li> <li>Freedom of Association and Collective<br/>Bargaining</li> <li>Non Discrimination</li> <li>Forced or Compulsory Labour</li> <li>Rights of Indigenous Peoples</li> <li>Human Rights Assessment</li> </ul> |
| Local Communities             | <ul> <li>Community Engagement</li> <li>Programmes through Corporate<br/>Social Responsibility</li> <li>Responsible disposal of wastes<br/>and usage of energy efficient<br/>resources</li> </ul>  | As needed<br>As needed<br>Monthly  | <ul> <li>Biodiversity</li> <li>Effluents and Waste</li> <li>Supplier Environmental Assessment</li> <li>Local Communities</li> <li>Socioeconomic Compliance</li> </ul>  |

# MATERIALITY



## **OHB Materiality Matrix**

## **OHB Materiality Matrix (2017)**

- Direct economic value generated and distributed
   Financial implications and other risks and opportunities due to climate
- change
- 3 Defined benefit plan obligations and other retirement plans
- 4 Proportion of senior management hired from local community
- 5 Infrastructure investments and services supported
- 6 Significant indirect economic impacts
- 7 Proportion of spending on local suppliers
- 8 Operation assessed for risks related to corruption
- 9 Communication and training about anti-corruption policies and procedures
- 10 Confirmed incidents of corruption and actions taken
- 11 Legal actions for anti-competitive behavior, anti-trust, and monopoly practices
- 12 Materials used by weight or volume
- 13 Energy consumption within organisation
- 14 Energy intensity
- 15 Reduction of energy consumption
- 16 Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas
- Significant impacts of activities, products, and services on biodiversityHabitats protected or restored
- 19 IUCN Red List species and national conservation list species with habitat in areas affected by operations
- 20 Water discharge by quality and destination
- 21 Waste by type and disposal method
- 22 Transport of hazardous waste
- 23 Non-compliance with environmental laws and regulations
- 24 New suppliers that were screened using environmental criteria
- 25 Negative environmental impacts in the supply chain and actions taken
- 26 New employee hires and employee turnover
- 27 Workers representation in formal joint management–worker health and safety committees

### Material indicators

- 28 Types of injury and rates of injury, occupational diseases, lost days and absenteeism, and number of work-related fatalities
- 29 Workers with high incidence or high risk of diseases related to their occupation
- 30 Health and safety topics covered in formal agreements with trade unions
- 31 Average hours of training per year per employee
- Programmes for upgrading employee skills and transition assistance programmesPercentage of employees receiving regular performance and career
- development reviews 34 Diversity of governance bodies and employees
- 35 Incidents of discrimination and corrective actions taken
- 36 Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk
- 37 Operations and suppliers at significant risk for incidents of forced or compulsory labor
- 38 Incidents of violations involving rights of indigenous peoples
- 39 Employee training on human rights policies or procedures
- 40 Operations with local community engagement, impact assessments, and development programmes
- 41 Operations with significant actual and potential negative impacts on local communities.
- 42 New suppliers that were screened using social criteria
- 43 Negative social impacts in the supply chain and actions taken
- 44 Assessment of the health and safety impacts of product and service categories
- 45 Incidents of non-compliance concerning the health and safety impacts of products and services
- 46 Requirements for product and service information and labelling
- 47 Incidents of non-compliance concerning product and service information and labelling
- 48 Incidents of non-compliance concerning marketing communications
- 49 Substantiated complaints concerning breaches of customer privacy and losses of customer data
- 50 Non-compliance with laws and regulations in the social and economic area
- 51 Benefits provided to full-time employees that are not provided to temporary or part-time employees
- 52 Parental leave
- 53 Minimum notice periods regarding operational changes



## Sustainability Governance Statement and Governance Structure

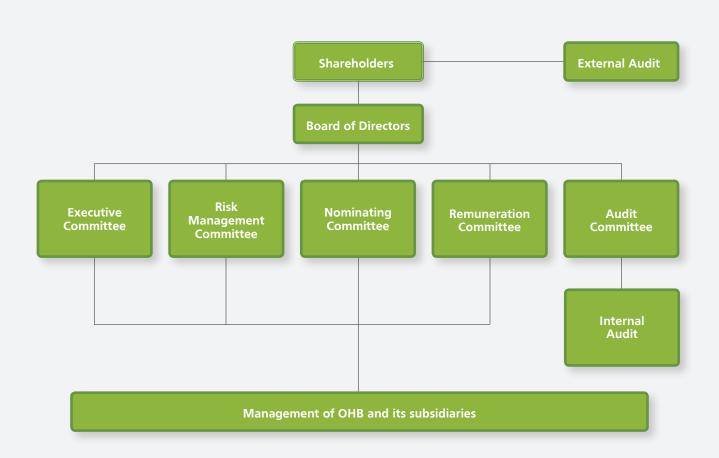
Oriental Holdings Berhad and its subsidiaries are committed to building a sustainable business that delivers value for all its stakeholders, including guests, customers, employees, business partners and the community. We constantly benchmark ourselves against our peers and across industries, consults with corporate governance experts and engages with key stakeholders to strengthen our processes at OHB. Compliance and governance are infused in every aspect of our business. Our commitment in instilling good governance is underscored by an extensive system of policies, processes, training and communications. This has set the tone for better governance and performance throughout the organisation.

## Environment

We constantly strive to reduce environmental impacts throughout our operations. We take constructive and progressive actions to develop data, mechanisms and processes to integrate environmental impacts in our business strategies.

## Social

We strongly believe that prioritising the importance of keeping our people engaged and motivated correlates to our growth as well as the key driver in achieving our mission. We also value a healthy and safe work place which stimulates and positively supports our people to achieve outcomes in a safe manner, thereby contributing to operational effectiveness and business sustainability. We are committed to deepening our understanding of social issues and our responsibility to the locals.



## **Sustainability Policy and Code of Ethics**

# The Group remains dedicated to maintaining good corporate governance and business integrity in all its business activities, which is essential for the long-term sustainability of

**our business.** We believe that good governance is more than just a pursuit towards complying with all the prescripts but that it translates into better business performance and creates a more sustainable value for the Group by way of the following:

- adhere to the requirements of all laws and regulatory requirements, standards and better practices to which the Group subscribes and establishes;
- adopt high ethical values and ensure these practices are upheld across our business through our code of ethics and employee training programmes;
- establish and nurture open, honest and timely communications, and being responsive to concerns;
- establish robust policies and procedures to ensure the adequacy and integrity of the Group's internal control system and management information systems, including systems for compliance with applicable laws, regulations, rules, directives and guidelines;
- establish a comprehensive enterprise-wide risk management framework, which includes a process to identify, evaluate and manage risks faced by the Group in its pursuit of its business objectives and strategies;
- establish emergency response plans to ensure official, coordinated and fully-resourced response and control measures can be activated to meet the specific needs of all emergency situations within the site of our operations, communities and transportation routes in the event of emergency; and
- establish shareholder's communication policy which allows the Group to effectively communicate with its shareholders, prospective investors, stakeholders and the general community, including maintaining a dedicated website which facilitates easy access to corporate information, annual reports and Group announcements.



**Liquor License law** are strictly adhered to and regulated with renewals undertaken every three years. All Staff are trained and must hold a RSA (Responsible Service of Alcohol) certificate. There are severe penalties under the Act which can result in the closure of the operation and individual prosecution should the Duty Manager or Staff member not comply.

Source: KAH Australia Pty Limited

## **Sustainability Policy and Code of Ethics**

Corporate Governance models OHB refers to:

- 1. Malaysian Code on Corporate Governance (referred to herein as the Code or MCCG).
- 2. Bursa Malaysia Securities Berhad (Bursa Malaysia)'s Main Market Listing Requirements (Listing Requirements).
- 3. Corporate Governance Guide (3<sup>rd</sup> Edition) issued by Bursa Malaysia.
- 4. Securities Commission (Amendment) Act 2015.

The code sets out a wide-range area of focuses, principles and specific recommendations to ensure that good corporate governance becomes an essential part of business ecosystem and culture.

## **Code of Ethics**

Oriental Holdings Berhad and its subsidiaries (the "OHB Group", the "Group" or the "Company") are dedicated to maintaining the highest integrity and standards of ethics. In the course of carrying out our roles and responsibilities in our business relationship with distributors, employees, customers, business contacts and society, we agree to remain committed to acting in accordance with the highest standards of excellence, honesty and integrity in every business activity.

## **Code of Ethics on External Environment**

We shall be committed to preserving the environment and obeying the environmental legislation, acting with social responsibility and respecting human dignity.

Accordingly, we are required to be diligent, responsible and respectful in relations with authorities, clients, competitors, suppliers, members of the communities and all other individuals, companies and organisations with which the Company relates in the exercise of its regular activities. Covered Persons must always seek to preserve the Group's good reputation, image and relations. We shall refrain from establishing commercial relations with companies that knowingly do not follow ethical standards compatible with those followed by the OHB Group.

Note: Covered Persons: Directors, Officers, Senior Management and employees of OHB Group.



## **Sustainability Policy and Code of Ethics**

## **Code of Ethics on Work Environment**

Each of us has a responsibility to help provide a work atmosphere free of harassing, abusive, disrespectful, disorderly, disruptive or other non-professional conduct. Our Directors, Officers, Senior Management and employees seek to foster a work environment that is free from the fear of retribution or reprisal. We provide equal employment opportunities by recruiting, hiring, training and promoting applicants and employees without any discrimination on race, colour, religion, national origin, gender, age, ancestry, sexual orientation, disability, handicap or veteran status.

# Code of Ethics on Safe and Healthy Environment

OHB Group is committed to providing a drug-free, safe and healthy work environment for all Covered Persons, customers, business partners and visitors. Every Covered Person has a personal responsibility to support this commitment. Covered Persons are obliged to carry out their work in a safe manner, without causing harm to themselves or others, and to report any potentially unsafe or unhealthy situations immediately. They must observe and follow all safety and environmental regulations laid down in the operation instructions, including putting on the necessary safety equipment, where applicable.

Using or being under the influence of alcohol or illegal drugs, while on the job, is strictly prohibited, and smoking is restricted to designated areas. Each of us is responsible for compliance with applicable health and safety laws and regulations.

Any environmental risks that may arise within our properties or from our operations shall be identified and managed in accordance with applicable laws and regulations.



The hotels staff accommodation in New Zealand are **insulated** to **reduce the usage of power** especially during winter.

## **Code of Ethics on Fair Dealing with Others;** Illegal or Questionable Gifts or Favours

We will not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair practices. We will not make materially false, misleading or unsubstantiated statements about our competitors or ourselves on internet message boards, blogs, social media sites (e.g. Facebook, Twitter and YouTube) or similar forums or by other means of communication. Covered Persons, as our representative, must adhere to these standards in a Covered Person's conduct on our behalf. Covered Persons shall not post information about us on the internet anonymously and shall only speak of us if authorised to do so.

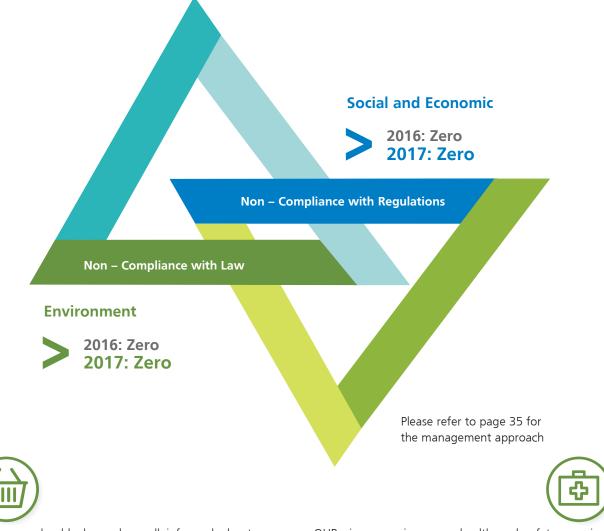
Buying, selling and bidding on our behalf must be done on an "arm's length" basis. Covered Persons are not permitted to offer, give or solicit or accept any payment, gift, bribe, secret commission, favours or other business courtesies that constitute or could be reasonably perceived as constituting, unfair business inducements or that would violate laws or regulations or our other policies. Any questions regarding the appropriateness of offering, giving, soliciting, or accepting a gift or invitation shall be addressed to the any of the respective companies' Human Resource Department.

The employee may retain gifts not exceeding RM500 in value per unit and on an annual cumulative basis. Gifts exceeding the threshold should be declared and may be kept if the "Gift & Hospitality Declaration Form" is completed and approved by the respective Executive Directors of subsidiaries. For gifts received in overseas, the higher of RM500 or same limit but denominated in local currency applies. As business lunches/dinners are accepted modes of hospitality, these need not be declared but care must be exercised while accepting such meals. These should be infrequent and non-lavish. The sole purpose must be for the enhancement of a business relationship and not for reciprocity.

Note: Covered Persons: Directors, Officers, Senior Management and employees of OHB Group.

## Compliance

OHB remains committed to all regulations set by the government body where it operates. We are closely monitoring all regulated aspects to minimise or to have zero significant fines and non-monetary sanctions. We have set a much stringent set of regulations for ourselves in operational areas where we feel important. We make a great deal of effort in complying with all the requirements. As of 2017, OHB has continued being an exemplary organisation as we have not identified any non-compliance with laws or regulations.



Customers should always be well informed about our products. This has become our value to the buyers. We view product knowledge as an important customer engagement process. We are responsible to inform our stakeholders with full transparency about our products or services. OHB views any issues on health and safety as priority concern. We set and follow highest standards when it comes to deliverable products. Quality and quantity is our concern but safety is our utmost concern. Understanding each health and safety aspects throughout cradle to grave of our product, allows us to manage and monitor after sales closely.



### TRAINING AND EDUCATION: GRI 103-1, 103-2, 103-3, 404-3

In OHB, we strongly believe that prioritising the importance of keeping our people engaged and motivated correlates to our growth as well as the key driver in achieving our mission. Talent engagement means employees are conscious of their business's mission and vision, they understand the vitality of their role and driven to be part of the company's success.

Over the years, we have matured in applying various approaches and investments, nurturing our talents. We constantly find ways to improve our talent pools skill and knowledge, primarily through training and knowledge sharing. Training programmes are undertaken based on industry, role and special skills.

In the hospitality sector, following our Corporate Policies and Procedures as the basis, our managers, supervisors and staff are involved in the development of the standard operating procedure for their respective department. These standard operating procedures are used as training tools to ensure consistent standards are met and to identify any performance gaps that may require further training. Learning attitude is instilled and maintained to elevate the capacity and performance of our talent pool as part of our succession plan for talent retainment.





## Career Performance Review by Employee Category and Gender

Our employees undergo career performance review annually or periodically. We take a systematic and/or unconventional approach depending on the size of the organisation towards engaging with our fellow employees for regular performance and career development. The figures below illustrate our approach for regular performance and career development review.



## **Training and Education**

The table below illustrates the area of topic covered for training and development at each industry level and a total of 469 sub-topic programmes were conducted across all four industry divisions.

| Talent Development Programme             |                             |  |  |  |
|--|-----------------------------|--|--|--|
| Automotive                               | Plantation                  | Hospitality                                  | Healthcare                               |  |
| Health and Safety                        | • Health and Safety         | Health and Safety                            | • Health and Safety                      |  |
| • Finance                                | • Work Knowledge and Skills | • Finance                                    | • Finance                                |  |
| Human Resources                          | Human Resources             | Human Resources                              | • Work Knowledge and Skills              |  |
| • Work Knowledge and Skills              | • Tax                       | • Tax  | • Tax                                    |  |
| <ul> <li>Personal Development</li> </ul> | Corporate Governance        | • Work Knowledge and Skills                  | <ul> <li>Personal Development</li> </ul> |  |
| <ul> <li>Process Management</li> </ul>   |                             | <ul> <li>Personal Development</li> </ul>     | Corporate Governance                     |  |
| <ul> <li>Sales and Marketing</li> </ul>  |                             | Guest Service                                |  |  |
| Human Resource                           |                             | • Soft Skill                                 |  |  |
| Government Compliance                    |                             | Induction Programme                          |  |  |
| <ul> <li>Problem Solving</li> </ul>      |                             | • Environment and Health                     |  |  |
| <ul> <li>Management and</li> </ul>       |                             | Communication Session                        |  |  |
| Leadership Skill                         |                             | <ul> <li>Team Activity</li> </ul>            |  |  |
| <ul> <li>Energy Conservation</li> </ul>  |                             | <ul> <li>Safety Training</li> </ul>          |  |  |
| <ul> <li>Sales Strategies</li> </ul>     |                             | • Fire Drill                                 |  |  |
| Advanced Product Quality                 |                             | • Flood Drill                                |  |  |
| Planning (APQP) Tools                    |                             | Refresher Programme                          |  |  |
| <ul> <li>Waste Management</li> </ul>     |                             | <ul> <li>System Training</li> </ul>          |  |  |
| <ul> <li>Quality Assurance</li> </ul>    |                             | Engineering                                  |  |  |
| • Tax                                    |                             | Business Continuity Plan                     |  |  |
|  |                             | Development Programme                        |  |  |
|  |                             | • First Aid                                  |  |  |
|  |                             | Brainstorming Session                        |  |  |
|  |                             | <ul> <li>Drug Prevention Training</li> </ul> |  |  |

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On 5<sup>th</sup> November 2017, a devastating and calamitous flood hit the Penang state and left its victims struggling with damaged houses and affected livelihood.

Thus, on 10<sup>th</sup> November 2017 Oriental Holdings Berhad contributed RM 2,000,000 to the Penang State Government's flood relief fund to alleviate the grief and distress experienced by the victims.

# 469

Total talent development programmes conducted in 2017

| Industry    | Employee Category | Average Hours of<br>Training | Gender | Average Hours of<br>Training |
|-------------|-------------------|------------------------------|--------|------------------------------|
| Automotive  | Executive         | 11.31                        | Male   | 12.63                        |
|             |                   |                              | Female | 9.43                         |
|             | Non-Executive     | 9.85                         | Male   | 11.00                        |
|             |                   |                              | Female | 7.37                         |
| Plantation  | Executive         | 4.86                         | Male   | 4.72                         |
| EZ          |                   |                              | Female | 11.5                         |
| (M)         | Non-Executive     | 3.51                         | Male   | 3.48                         |
|             |                   |                              | Female | 3.86                         |
| Hospitality | Executive         | 4.66                         | Male   | 4.38                         |
|             |                   |                              | Female | 5.09                         |
|             | Non-Executive     | 3.58                         | Male   | 3.97                         |
|             |                   | _                            | Female | 3.33                         |
| Healthcare  | Executive         | 11.87                        | Male   | 9.47                         |
|             |                   |                              | Female | 12.62                        |
|             | Non-Executive     | 13.65                        | Male   | 10.00                        |
|             |                   |                              | Female | 14.18                        |

### WORKPLACE EQUALITY

Our working relationship with the local governments is that of a regulatory basis with resource consents, licencing and compliance. For example, KAH Australia Pty Limited supports and complies with the Equal Employment Opportunity Act and Workplace Anti Discrimination Act. We are also in compliant with the Workplace Gender Equality Act (2012), which is commited in supporting organisations to maximise the full potential of female and male employee.

## **GRIEVANCE MECHANISM**

New Zealand has a very strict Employee Relations Legislation that protects the employee and forms part of all Individual Employment Agreements. As part of this legislation, there is strict and legal process for any grievance that cannot be deviated from. Our New Zealand Practise encourages employees to be open and communicative at all levels and these have been implemented as part of our training in 2017 Communication Training which gives employees an opportunity and confidence to confront and address any issues that may arise before it becomes a problem.

### **TRAINING AND EDUCATION**

Training programmes for our hospitality industry are undertaken for varying levels of employment, beginning with staff induction programme. Industry training organisations are introduced to staff in all levels and specific to individual departments. All Head of Departments (HODs) conduct on the job training on varied areas as identified by the HODs and management.



Chemical Training Source: Kah New Zealand



Fire Extinguisher Training Source: Kah New Zealand



Daily Safety Reminders Training Source: Park Suanplu Holdings

Government funded training is also used when available to aid staff development. Our goals are to meet industry standards and to offer all staff a professional opportunity to train while on the job which in turn will benefit the Hotels. Staff retention is a primary focus of our HR Department as it is essential for providing consistent service and also a reduction in training and recruitment costs.

The plantation sector believes that via talent development, employee's skills will be upgraded into a higher level leading to improving the efficiency at workplace and costs will be reduced accordingly over time.



Training of FFB Grading Source: Plantation Division, Indonesia



Forest Fire Fighting Training Source: Plantation Division, Indonesia

Apart from acquiring new knowledge and skills, our automotive sector also focuses on providing new models training for sales and service staff prior to product launching in order to meet the requirements, current demands as well as the market change.



Sales Product Training Source: Kah Motor Company Sdn. Berhad (Singapore Operations)

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Workplace Gender Equality Agency Notice of Compliance Source: KAH Australia Pty Limited

#### **CUSTOMER HEALTH AND SAFETY**

Health and Safety is an utmost important matter across every aspect of our operations. We value a healthy and safe work place which stimulates and positively supports our people to achieve outcomes in a safe manner, thereby contributing to operational effectiveness and business sustainability. We have implemented a WHS (Workplace Health and Safety) System which ensures that all our businesses are compliant and updated with the Work Health and Safety Act and regulations leading to an environment and systems of work which are free, as far as practicable, from risk of injury or disease for all our guests as well as employees.

To date, no grievances, complaints or fines recorded.

### **Selected Initiatives:**

#### Automotive

Singapore Dealer – Customer health and safety has a direct impact on our business as it can lead to loss of business and loss of stakeholders' (customer, staff and management) trust. Thus, to prevent any mishap from happening, we restrict access for customers going into dangerous area such as workshop and drawing walking path for pedestrian crossing in our workplace. These are constantly monitored by our respective managers and supervisors.

#### Plantation

Indonesian Operations - As we have zero tolerance towards customer safety and health, all customers are briefed on safety and health talk during their visit to the plantations. All products (CPO and CPKO) delivered to the buyers (customers) must meet the safety and health requirements.

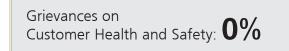


#### Hospitality

Silver Beach Operations - We have implemented standard safety and security practices into all our hotel operations and activities, and these are regularly reviewed to ensure they are sufficient. In our hotel kitchens, we strictly adhere to regulate food safety standards to ensure the highest levels of food safety. To ensure customers and employee safety, we undertake quarterly audits from an external company (NSF) covering six audit scopes such as health and safety, food hygiene, food safety, security, licensing and fire compliance. The practice scored green for all six scopes of the audit for financial year 2017.

Kah Australia - Food safety compliance and controls are monitored to ensure the highest standards of food safety are adhered to. This is a daily task of Chefs and food and beverage staff to ensure monitoring is mandatory as part of their everyday duties. Refrigeration temperatures are monitored, rotation of stocks controlled, quality control of all products received, all chemicals labelled and used in the correct and appropriate manner in the correct and appropriate containers. Training is mandatory and audited by internal management processes and external regulators to ensure we are compliant at all times.

Kah New Zealand - WHS Officer meets with HSR (Health Safety Representatives) and HODs on a regular basis and assist them on various aspects of training staff on safe work practices. HSRs and Department heads are responsible for identification of potential risks and hazards and they must be reported promptly. Maintenance department plays a crucial role rectifying any issue reported promptly. WHS Officer ensures that HODs conduct Tool Box Meetings regularly with their respective team in which various issues are discussed to make team members aware of safe working practices, avoid hazardous practices and identify any potential areas that could be improved. Identification of all hazardous materials in workplace is monitored internally by chemical companies engaged by the Hotels. Chemicals substances are stored, handled and signed as required by law.



# CUSTOMER

#### **CUSTOMER PRIVACY**

Protecting customer's privacy is our duty and we take it very seriously. Customer privacy is paramount and can, if not monitored and regulated, impact our reputation and have a financial implication should it lead to legal recourse. Thus, we have taken a top down approach on this matter, and embedded into our internal policies where required as well as ensuring all division are complying to the Personal Data Protection (PDP) Law or Regulations. Some of the locally adhered regulations are as follow:

- Information Privacy Principles (IPPs) 1980;
- Data Protection Act 1998:
- Personal Data Protection Act (PDPA) 2010;
- Private Healthcare Facility Act 2006;
- Medical Act; and
- Privacy Act 1993.



### **Selected Initiatives:**

#### Automotive

Engaged lawyers considered all aspects of the business where PDPA is concerned and drafted various PDP forms to be embedded as part of the process flow. These forms are reviewed and sign-off by department heads. The Singapore division hides the customer's identification number in their invoices. The manufacturing division uses a Non-Disclosure Agreement (NDA) with the relevant stakeholders to safeguard their privacy.

#### Plantation

The Indonesian operations sees a correlation between customer privacy and business reputation. We believe customers are becoming more educated and savvy about the privacy concerns. Besides, they are also becoming more distrustful of how companies gather and use these information. Thus, embedded in their internal policy is the restriction that all estates and palm oil mills must fully comply to "No sharing of customer's data with third parties without their consent". This initiative is monitored and reviewed via internal audit.

#### Hospitality

The Australian division fully adhered to the 10 Information Privacy Principles (IPPs) developed by the Organisation for Economic Cooperation Development embedding it into their internal policies. The IPPs cover the following areas such as collection, use and disclosure, data quality, data security, openness, access and correction, unique identifiers, anonymity, transborder data flows and sensitive information.

The New Zealand division has taken all reasonable effort to ensure the customer is aware that personal information is being collected, what it will be used for, the recipients of that information whether the supply of information is voluntary or mandatory, the consequence of not providing the information and the person's right of access to and correction of that information. In addition to that, all credit card information when given by individuals, is held inside the PMS Opera and is only viewable based on user rights to access this information. After departure, this credit card information is held for a period of 120 days before becoming masked in the system for all users with only guest personal profile remaining and the last four digits of credit card number as a reference. Should the guest make a future booking, the Reservations Department can retrieve the card details by retrieving from the encrypted part of the guest's profile.

#### Healthcare

Every healthcare personnel has their own user account and password to login into Electronic Medical Record (EMR). The accessibility of patient information in this system is subject to their position and operation needs. The access is traceable by the system and a medical practitioner can only release patient's medical documents upon receiving the patient's consent.

# COMMUNITY

#### LOCAL EMPLOYMENT

Our hospitality industry demonstrates a strong commitment to local employment. As our business grows, employment opportunities grow with both full time and part time work available to locals. We work closely with schools and tertiary providers offering on the job training and career pathways to senior students. Furthermore, our in-house training and professional development opportunities for all staff adds value to the greater hospitality industry as staff migrate into other areas with skills developed through their training modules.

As a response of providing employment opportunities to lwi (local indigenous people in New Zealand), our hotels are able to maintain strong regional alliances enabling future growth of the hotels and further opportunities for both parties (particularly important at the Chateau where lwi is the land owner and decision maker on the lease renewal opportunity).

# ENHANCING LOCAL COMMUNITIES THROUGH OUR PRESENCE

Being two of the largest employers in the area, our hotels in New Zealand are major economic contributors to the central North Island region and within those districts, with salaries and wages being reinjected into the local economies. At the same time, with four hotels in Australia, KAH Australia Pty Limited is a major economic contributor to the country. Goods and services purchased locally make an impact on the economy given the increased spend of our hotels across all sectors.

Our Australian subisidiary has supported many local sporting teams, schools, hospital, religious establishments, NGOs and other organisations. Following this, we had been awarded with several awards. Certainly, our memberships and involvements with various industry organisations have enabled us to share and gain knowledge, as well as have made our voices heard at the central level.



In the meantime, our plantation sector recognises and embraces its role in the socioeconomic welfare of local communities by portraying its ongoing commitment to both corporate contribution and community outreach through programmes with indigenous communities. For example, PT GML conducted the development of farms for local people known as Revitalisation Programme and provided training assistance to local farmers such as the correct understanding of the Standard of Procedures (SOP) for oil palm cultivation.

Active participation and support of community groups and activities by our Australian subsidiaries:

- Woolloomooloo Police Community Scholarship Foundation
- Eastwood Rugby
- Canterbury Bulldogs
- New South Wales (NSW) Netball Swifts
- Volleyball Australia
- Crossing The Line
- Eastwood / Ryde Netball Association
- Sydney Children Hospital Foundation
- Volunteering Australia
- Cancer Council NSW
- National Heart Foundation
- Royal Hospital for Women Foundation
- Swim 4 Autism
- Autism Spectrum Australia
- Fire and Rescue NSW
- Giant Steps
- Special Olympics
- NSW police Force St Georges Charity Ball
- Flight Centre Foundation Trivia
- The Shire Society Events
- Streetwork
- Brad Connellan Cancer Fight Fund (Thyroid Cancer)



# Some of the membership listing joined by the Group:

Motor Traders Association of Singapore Singapore Business Federation Singapore National Employers Federation Singapore Hotel Association Association of Private Hospitals of Malaysia (APHM) Malaysian Society for Quality in Health (MSQH) Malaysian Healthcare Travel Council (MHTC) Bunbury Chamber of Commerce National Park Business Association Taupo Chamber of Commerce New Zealand Hotel Council NSW Business Chamber Australian Tourism Export Council Australian Hotel Association Malaysia Palm Oil Association (MPOA)



Climate change and environmental risks are real issues that the global community faces today. As a business organisation that directly and indirectly produces environmental footprints, we constantly strive to reduce environmental impacts throughout our operations. We take constructive and progressive actions to develop data, mechanisms and processes to integrate environmental impacts in our business strategies. Our success in 2016 was replicated in 2017, when we once again recorded zero total monetary value of significant fines.

Similarly in the plantation arm, we have placed emphasis on managing environmental impacts. We have committed to comply with high standards of Sustainability Schemes including Indonesia Sustainable Palm Oil, Roundtable Sustainable Palm Oil (RSPO) and Malaysia Sustainable Palm Oil (MSPO). This is made possible by setting and implementing environmental policies, such as protecting High Conservation Value (HCV) and High Carbon Stock (HCS) land. In addition, we strongly believe in upskilling our sustainability officers to provide them with the necessary knowledge to uphold sustainability standards. Internal and external audits conducted by relevant organisations further improve the quality of our environmental management. In the long run, we target to join RSPO membership and achieve full RSPO certification in 2020, adding further value to our business.



## **Plantation in Malaysia**

Total Planted 4,825 ha in Malaysia (as of Dec 2017) Oriental Rubber & Palm Oil Sdn. Berhad



## **Plantations in Indonesia**

Total Planted 34,257 ha in Indonesia (as of Dec 2017)

## Pulau Bangka:

- I. PT Gunung Maras Lestari
- II. PT Gunungsawit Binalestari
- III. PT Bumi Sawit Sukses Pratama

### South Sumatera:

- I. PT Gunung Sawit Selatan Lestari
- II. PT Pratama Palm Abadi
- III. PT Dapo Agro Makmur
- IV. PT Surya Agro Persada
- V. PT Sumatera Sawit Lestari

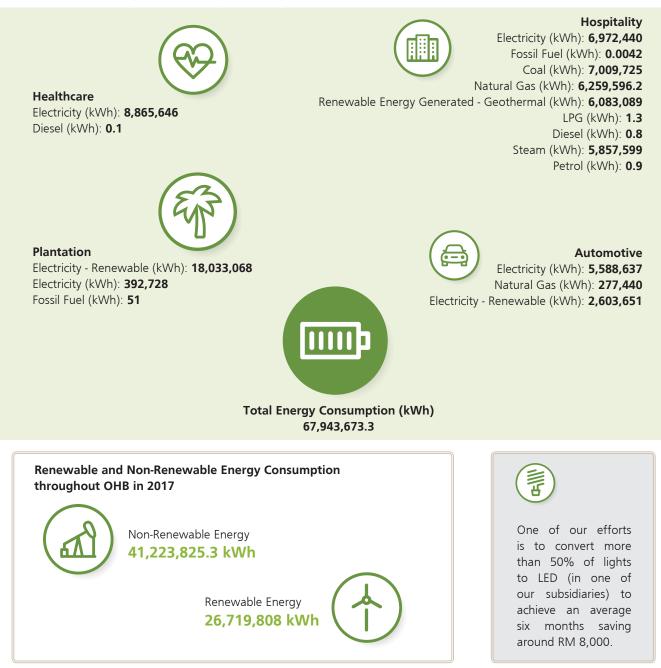


Our Plantation arm organises environmental compliance related training programmes for our on-site employees. We abide to all environmental policies by:

- Protecting high conservation values (HCV) areas ;
- No deforestation;
- Conserving and managing peat land and high carbon stock (HCS) areas; and
- Zero non-compliance and fines.

## **Energy Consumption in our Conglomerate**

Our divisions namely Automotive, Plantation, Hospitality and Healthcare are responsible for energy consumption for multiple reasons. A majority of our energy consumption is almost entirely from electricity usage. To play our part as global citizens, we have launched initiatives to reduce our energy use to curb carbon emission. Fundamental to this effort is establishing a robust system to monitor our energy consumption throughout our business. We realise the importance of reducing business carbon footprints, thus we have begun utilising energy-efficient appliances and sourcing electricity from renewable sources such as on-site turbine generators and geothermal power.



### Conversion factors source:-

1. http://www.kylesconverter.com/energy,-work,-and-heat/litres--atmosphere-to-kilowatt--hours

2. https://www.convertunits.com/from/ton/to/kWh

## **Beyond Compliance in the Hospitality Industry**

Our efforts in monitoring energy consumption asserts our long-term commitment to improve organisational sustainability. In line with our goals in energy efficiency and waste management, we have taken steps in the right direction by rolling out energy-saving initiatives such as LED lights replacement, investment in energy-saving appliances and staff training awareness to promote energy conservation.

### **ENERGY EFFICIENCY**

Our energy efficiency initiatives in hospitality include installing sensor lighting and timed lighting in outdoor areas such as car parks and fire stairs to reduce energy wastage. Besides that, LED lighting are introduced in public areas including accommodation and function rooms to ensure savings on both energies cost and bulbs.



Guest rooms are equipped with power saving key card activation for lighting and air conditioner.

Source: KAH Australia Pty Limited



LED lighting is introduced in public areas, including accommodation and function rooms. Source: KAH Australia Pty Limited

### WATER MANAGEMENT

We monitor water consumption against occupancy levels on monthly basis in order to better understand usage trends. At our Wairakei Resort New Zealand operations in particular, we are fully compliant with local resource management regulations. We strive to optimise water usage by only taking up to 700 cubic metres of water per day, at a maximum rate of 12 litres per second from the Waikato River.



Water sharing head installed in guest rooms Source: KAH Australia Pty Limited

#### **ECO-CONSCIOUS BUSINESS**

Eco-conscious businesses generally attract employees who are seeking companies with good reputation and having a positive business culture. Our focus on ensuring sustainability fundamentally builds a culture of accountability throughout the organisation. More importantly, consumers increasingly do not just shop for the products, but also the organisations. Our hotels are on a mission of environmental sustainability to build a reputation among consumers as eco-friendly hotels. Some of our efforts to create sustainability awareness include:

- Green guest amenities
- In room green message



Source: KAH Australia Pty Limited

### ENERGY: GRI 103-2, 103-3 ENVIRONMENTAL COMPLIANCE: GRI 103-1, 103-2, 103-3

Our Hospitality operations in New Zealand has shown a unique commitment to reduce carbon emissions by creatively utilising renewable energy. As the Wairakei Resort sits within the geothermal fields of the Wairakei Valley, natural steam is used to heat pools and water. Power consumption is monitored monthly and is reviewed every three years to ensure the best rates on usage are hedged.

In the long run, we aim to decrease our usage by 5% in 2018. The plan is facilitated by our ongoing efforts to increase the uptake of energy-efficient practices such as using LED lighting, reduced flow taps in guest rooms and investing into more energy-efficient equipment.



Wairakei Resort in Lake Taupo, New Zealand has been awarded **Gold** under the Sustainable Tourism Business by Qualmark in 2017. This award recognises high level of commitment to environmental responsibility including energy efficiency, waste management, water conservation and energy conservation.

- Donation of food waste to local farmers
- Using grey water to irrigate forestry block and organic garden
- Utilise geothermal energy from steam produced by a nearby power station
- 100% recycling of all paper, cardboard, glass and plastic
- Waste cooking oil is collected by Biodiesel NZ
- Collecting water from the river and treating on-site rather than from the mains
- Squash courts operate on a token systems so that they are only used when required
- Bicycles provided to maintenance team to reduce use of vehicle on property
- Monitoring use of steam and electricity and set targets to reduce usage
- Ensuring all pumps are running efficiently and where possible replace with modern, efficient pumps/motors
- Replace broken bulbs with energy saving bulbs throughout the property
- Using preventive measure maintenance to prevent leaks occuring

### Healthcare

We take environmental compliance in a medical environment earnestly as we understand its importance to ensure the safety of patients. As a private medical provider, we comply with requirements in the Private Health Act Regulation pertaining to hygiene and safety of facilities. For instance, we have infectious control policies in place to uphold standards in risk assessment, waste disposal and equipment use among many others. These processes, audited by Malaysian Society for Quality in Health (MSQH), ultimately provide a clean, safe and comfortable environment for our esteemed patients.

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