SUNWAY CONSTRUCTION

POLICY

DIVERSITY AND INCLUSION

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Table of Contents

Amendment Record

Pages	Issue / Revision	Revision Details	Issue / Revision Date
ALL	01/00	First Issue	23 Apr 2014
ALL	02/00	Updated the policy to be more relevant and to complement the rest of the policies	21 Jan 2020

0.0 INTRODUCTION & PURPOSE

Sunway Construction Group (SCG) is committed in encouraging diversity and inclusion in the workplace. We aim to create a culture that respects and values each other's differences, promotes equality and diversity, and encourage individuals to grow and develop in order to realise their full potential. Diversity and inclusion are closely tied to our core values of integrity, humility and excellence which are embedded into every facet of our business and goals.

1.0 SCOPE

1.1 At SCG, diversity means all the ways we differ that make each one of us unique. It includes and underlying differences such as age, gender, ethnicity, language, ability, physical appearance, cultural background, belief, religion, nationality, political view and education.

1.2 Inclusion means creating a workplace culture where differences are valued. It encourages collaboration, flexibility, equity and fairness where every employee has the opportunity to develop skills and talents consistent with our values and business objectives.

1.3 Managing diversity and inclusion includes addressing factors of difference and fully utilising the potential contributions of all employees at all levels to achieve greater performance outcomes. It also means eliminating or reducing barriers that stand in the way of full participation and unleashing the creativity that comes from different ideas and experiences. The aim is to make SCG an organisation where people feel involved, respected and connected by leveraging on the diversity of ideas, backgrounds, experiences and perspectives to create business value.

2.0 OBJECTIVES

The Diversity and Inclusion Policy provides a framework for the Company to:

a) Enhance our reputation as an employer of choice in attracting and retaining a diverse pool of employees at all levels working in an inclusive workplace environment.

b) Grow and develop our employees in order to realise their full potential by providing fair and equal opportunity without discrimination.
c) Create a workplace environment that values and utilises the contributions of employees with diverse ideas, backgrounds, experiences and perspectives for the growth of SCG and the success of the customers and communities we serve.

d) Create a workplace environment that preserves dignity and promotes respect for all. A culture of zero tolerance for direct or indirect discrimination, victimisation, intimidation, bullying or harassment at the workplace.

3.0   FRAMEWORK AND STRATEGIES

3.1   The framework to deliver against our diversity and inclusion objectives focuses on three key areas that are essential to our long-term business success, competitiveness and growth:

a) **Talent**: Building a diverse talent pool working in an inclusive workplace environment.
b) **Workplace**: Nurturing an inclusive workplace environment and culture to retain and develop our talent and maximise their potential.
c) **Community**: Building community and enriching lives through corporate responsibility focusing on education, healthcare and through #SunwayForGood, to reach out to the disadvantaged community.

3.2   Below are the initiatives in support of the three key areas of focus of diversity and inclusion:

Talent	Workplace	Community
• Recruitment and selection • Training and development • Performance management • Compensation and benefits • Recognition and rewards • Career opportunity • Succession planning • Employee mobility	• Workplace environment • Flexible work arrangement • Support facilities • Communication • Education and awareness • Employee engagement	• Corporate Social Responsibility (CSR) programmes • Donations and sponsorships • Scholarships • Green city initiatives • Safe city initiatives • Charity events

4.0   ROLES & RESPONSIBILITIES

It is the responsibility of all employees to create an inclusive workplace environment that rewards high performance and commitment to excellence without discrimination. The following provides an overview of the roles and responsibilities of the stakeholders.

4.1   Business Unit Head:
a) Leading by example and promoting an organisational culture that is supportive of diversity and inclusion.
b) Ensuring that the diversity and inclusion policy underpins all aspects of our work by implementing it in their respective business functions.

4.2   Line Manager and Head of Department:
a) Ensure that policies and procedures relating to diversity and inclusion are implemented and communicated to all employees.
b) Promote a positive work environment by being inclusive and open, and challenge behaviours or decisions that breach this policy.
c) Raise awareness and promote diversity and inclusion, as well as being a role model for others.

4.3   Employees:
a) Understand the value of diversity and inclusion.
b) Familiarise and comply with the diversity and inclusion policy and procedure.
c) Treat each other with care and respect, as well as set an example for others to follow.

4.4   Business Unit Human Resources (BUHR):
a) Provide policy guidance and support to employees, Line Managers, HODs, and BU Heads on the implementation of diversity and inclusion.
b) Ensure this policy is implemented across all areas of the business.
c) Monitor, evaluate progress and effectiveness of this policy.
d) Highlight to Group HR issues and challenges on diversity and inclusion policy.

    4.5   **Group Human Resources (GHR):**
   a) Review and develop this policy as appropriate, and that any amendments or updates remain consistent with the diversity and inclusion principles.
   b) Develop, implement and review of the appropriate structures, systems, policies and procedures to support the diversity and inclusion strategies.
   c) Provide policy guidance and support to BUHRs on the implementation of diversity and inclusion policy.
   d) Monitor, evaluate and report to the Management on the implementation of diversity and inclusion initiatives.

5.0   STATUTORY REQUIREMENTS AND REPORTING

5.1   We will continue to ensure we fulfil statutory obligations and align our practices, policies and procedures to enhance our corporate governance and reputation.

6.0   NON-COMPLIANCE

6.1   Any non-compliance of the Company's diversity and inclusion policy and procedure, or any unfair treatment or unlawful discrimination may be subject to disciplinary action.

-   END OF DOCUMENT -