WARISAN TC HOLDINGS BERHAD

Human Resources Practices Policy

Warisan TC Holdings Berhad (WTCH) is unwavering in its commitment to advancing human rights, fostering equitable workplaces, and upholding the highest labour standards across all operations. This policy applies to every director, employee, intern, and associate within the WTCH and its subsidiaries. Together, we are accountable for embedding these principles into our daily practices, monitoring compliance, and driving continuous improvement.

Core Principles:

- **Legal and Ethical Compliance:** Strictly adhere to all applicable labour laws, human rights regulations, children's rights, safety and health regulations, and industry standards, including Malaysia's Employment Act 1955 (working hours, overtime, minimum wage, forced labour, freedom of association, and collective bargaining), Children and Young Persons (Employment) Act 1966, while committing to align with relevant international frameworks.

- **Diversity, Equity, and Inclusion (DEI)**: Cultivate an inclusive culture where career opportunities, development, and advancement are based on skills and experience. Prohibit all forms of discrimination, including bias based on gender, age, race, religion, sexual orientation, nationality, disability, or socioeconomic status.

- **Employee Rights and Empowerment:**
    - **Employment Opportunities**: We are committed to providing equal employment opportunities to individuals from diverse socio-economic backgrounds, including those without formal education or qualifications, as part of our inclusive approach to community empowerment.

    - **Training & Development:** We invest in personal development by offering structured training to enhance communication, leadership, and job-specific competencies. Employees are encouraged to engage in continuous learning and development to support their growth and career progression.

    - **Fair Compensation**: Ensure that wages meet or exceed all legal requirements and are commensurate with employees' roles, responsibilities, and performance. We support the principles of fair compensation by advocating for equal pay for equal work, and taking active measures to reduce excessive working hours.

o **Zero Tolerance for Harassment or Abuse**: Prohibit physical, verbal, psychological, sexual harassment, violence, or intimidation. Employees can report any issue related to harassment, inappropriate behaviour or suspected violation of this Policy without fear of discrimination or retaliation through the Grievance Procedure contained in the WTCH Employee Handbook or through the Special Complaint Channel (whistleblower channel) at wtch.scp@warisantc.com.

- **Safe and Healthy Work Environment**: We are committed to maintaining a safe, healthy, and conducive work environment that complies with all applicable workplace safety regulations and industry standards. All work areas must be maintained to minimise risks of harm and promote overall employee wellbeing. We also recognise the importance of contributing to global and national efforts to prevent and manage communicable diseases such as COVID-19, HIV/AIDS, tuberculosis (TB), and malaria. We strive to build a proactive safety culture that encourages accountability, reduces occupational hazards, and prevents accidents and injuries.

  o **EHS Risk Assessments and Audits:** Routine Environmental, Health, and Safety (EHS) risk assessments and audits will be conducted for existing operations or projects in line with the Group's EHS policies. Human Resources (HR) and relevant department heads will collaborate to ensure timely completion of assessments. Any findings will be addressed with actionable improvement plans, and progress will be monitored.

  o **Mandatory EHS Training**: To enhance safety awareness and reduce workplace incidents, we have set time-specific targets for EHS training to aim at reducing incidents and improving safety practices across all levels. HR will maintain accurate training records, which will be reviewed during internal audits to ensure compliance with corporate standards and the achievement of these targets.

  o **Preventive Measures:** In addition to proactive risk assessments and training, we emphasize preventive safety planning and continuous improvement. In the event of an incident, a thorough investigation is conducted to determine root causes and corrective and preventative actions are implemented.

- **Corporate Social Responsibility (CSR) and Staff Volunteerism:** The Group is committed to safeguarding the wellbeing of the communities in which it operates by investing in meaningful community development initiatives. Through these initiatives, we aim to strengthen our CSR footprint, enhance employee engagement, foster strong community relationships, and uphold environmental stewardship—each of which is vital for long-term, sustainable business success. As part of this commitment, we actively encourage and support staff participation in volunteer activities. Volunteerism reflects our core values and provides employees with opportunities to contribute meaningfully to society. The Group facilitates staff involvement in community outreach, environmental efforts, and social impact programmes. Such participation not only deepens our connection with the community but also cultivates a workplace culture of empathy, collaboration, and shared purpose.

Human resource management and practices is subject to oversight by the management and the Board of Directors to ensure alignment with organizational goals and governance standards.

By emphasising strong leadership, ethical business practices, and the empowerment of our workforce, WTCH remains committed to continuously improving and sustaining a respectful, inclusive, and safe working environment.

Referencing Documents:
The development of this Policy is guided by the following key references:

- Employment Act 1955
- Children and Young Persons (Employment) Act 1966
- United Nations Universal Declaration of Human Rights
- United Nations Guiding Principles on Business and Human Rights
- International Labour Organisation (ILO) Conventions on Labour Standards

This Policy should be read in conjunction with the following documents, which provide further guidance on expected conduct, reporting mechanisms, and workplace standards:

- WTCH Code of Business Conduct & Ethics (CBCE) (including the mandatory annual refresher training)
- WTCH Special Complaint Policy
- WTCH Employee Handbook
- WTCH Environment, Health and Safety (EHS) Policy

Tan Keng Meng
Chief Executive Officer

Revision 01

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