

**KUMPULAN PERANGSANG SELANGOR BERHAD.
QUALITY, SAFETY, HEALTH AND ENVIRONMENTAL POLICY**

Kumpulan Perangsang Selangor Berhad
Policy Reference Number



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KUMPULAN PERANGSANG SELANGOR BERHAD

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**QUALITY, SAFETY, HEALTH AND
ENVIRONMENTAL (QSHE) POLICY
VERSION 1/2021**

APPROVED BY THE BOARD

27 May 2021

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TABLE OF CONTENTS

PAGE

POLICY

| | | |
|----|---------------------|---|
| 1. | Introduction | 4 |
| 2. | Objectives | 5 |
| 3. | Statement of Policy | 5 |
| 4. | Guiding Principles | 6 |
| 5. | Compliance | 6 |
| 6. | Exception | 6 |
| 7. | Appendix I | 7 |

KUMPULAN PERANGSANG SELANGOR BERHAD.

QUALITY, SAFETY, HEALTH AND ENVIRONMENTAL POLICY

1.0 INTRODUCTION

The Quality, Safety, Health and Environmental Policy (“Policy”) is a set of basic principles, guidelines, formulated and enforced by Kumpulan Perangsang Selangor Berhad (“KPS” or “the Company”) in its aim to continuously enhance the quality of works, services, safety, health and environmental performance of employee alongside the relevant persons. All relevant parties, both the management and the employee will work together in preventing any potential non-conformity of works and services, any possibility of injury arising from incidents occurring at workplace as well as any possibilities of environmental aspects or issues.

1.1 Scope

This policy applies to all KPS employees in relation to QSHE activities in the Company.

1.2 Responsibility

1.2.1 The Building and Management Services (“BMS”) department is the owner of this Policy and is responsible for the development and maintenance of QSHE documentation including any reviews, changes, amendments, additions or deletions of any clauses.

1.2.2 BMS responsible for providing and maintaining:

- A safe working environment;
- Safe system of work;
- Building and substances in safe condition;
- Facilities for the welfare of all employees; and
- Any information, instruction, training and supervision needed to make sure that all employees are safe from injury and risk to their health.

1.2.3 Employees are responsible for:

- Ensuring their own personal health and safety and that of others in the workplace; and
- Complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment given by the Company for health and safety.

1.3 Approving Authority

The Board of KPS is the approving authority of this Policy.

1.4 Date of Implementation

This Policy is effective immediately upon approval by the Board of KPS.

KUMPULAN PERANGSANG SELANGOR BERHAD.

QUALITY, SAFETY, HEALTH AND ENVIRONMENTAL POLICY

1.5 Review Frequency

This policy will be reviewed every (3) years at the latest, to ensure the effectiveness of the management and implementation of this Policy.

1.6 Reference

This Policy document is to be read in conjunction with all the other relevant Malaysian Law, policies and internal procedure documents.

1.7 Definition

The key terms and acronyms appeared in this document shall be defined as Appendix 1.

2.0 OBJECTIVE

2.1 The purpose of this Policy is to establish guidelines related to QSHE.

2.2 The Policy is designed to;

2.2.1 show the commitment of KPS management and employees in establishing QSHE;

2.2.2 remove or reduce the risks to health, safety and welfare of all employees, contractors/suppliers and visitors and anyone else who may be affected by its business operations; and

2.2.3 ensure all work or activities are done safely.

3.0 STATEMENT OF POLICY

KPS with core values of **PRIDE, RESPECT, INTEGRITY, DISCIPLINE** and **EXTRA-MILE** is committed to implement, deliver and maintain a Quality, Occupational Health & Safety and Environmental Management System that continually improves effectiveness and performance, providing product and services that meet the requirements of our internal and external customers, applicable standard and will uphold all relevant legal and regulatory requirements.

4.0 GUIDING PRINCIPLES

4.1 Quality, Safety & Health and Environment (“QSHE”)

4.1.1 *Provide and maintain* the framework of **Integrated Management System (Quality, Safety, Occupational Health and Environmental)** in compliance with the International Standard requirements.

4.1.2 *Responsible* in ensuring compliance with applicable laws, contractual regulations and all applicable requirements in order to prevent the

KUMPULAN PERANGSANG SELANGOR BERHAD.
QUALITY, SAFETY, HEALTH AND ENVIRONMENTAL POLICY

workplace accidents in violation of rules on the protection of health and safety at work by eliminating hazards and reduce QSHE risks.

4.1.3 *Improve and maintain* the Integrated Management Systems (IMS) consistently.

4.1.4 *Develop* measurable QSHE objectives, targets, appraisal and report QSHE performance as a means of ensuring continuous improvement of QSHE.

4.1.5 *Educate* employees about the quality standards of their job, the environmental aspects, danger, risk, how to safely and effectively conduct facility operations and how individual actions can influence company QSHE performance.

4.2 This Policy shall be communicated within the Company and be available to interested parties.

5.0 COMPLIANCE

5.1 This Policy is applicable to ALL departments of KPS.

5.2 This Policy shall be complied with at all times. Any violation of the policy shall be deemed as a major breach of discipline and is subjected to disciplinary actions.

5.2 All employees are not allowed to disseminate any documents to any external party. Prior approval from the management is required if any document is to be given to an external party.

6.0 EXCEPTION

Any exception from this Policy shall require the approval of the Board unless they are deemed as operational in nature.

**KUMPULAN PERANGSANG SELANGOR BERHAD.
QUALITY, SAFETY, HEALTH AND ENVIRONMENTAL POLICY**

Appendix I: Definition

| Terms | Definition |
|--------------------------|---|
| Board of KPS | means Board of Directors of KPS |
| KPS / the Company | means Kumpulan Perangsang Selangor Berhad |
| Compliance | means conformity with requirements under law or contract terms affecting the Group's operations locally and abroad. |
| Hazard | is any agent that can cause harm or damage to humans, property, or the environment. |
| Health | ability to adapt and manage physical, mental and social challenges at workplace |
| ISO | The International Organization for Standardization is an international standard-setting body |
| Quality | is specific implementation of quality standards, methodologies and tools, for the purpose of achieving quality-related goals for managing and continuously improving core processes |
| Safety | is the condition of being protected from harm or other non-desirable outcomes. |