

**PLB ENGINEERING BERHAD**  
**199701002728 (418224-X)**

**SUSTAINABILITY STEERING COMMITTEE (SSC)**

**Terms of Reference**

The Sustainability Steering Committee (the Committee/SSC) seeks to assist the Board of PLB Engineering Berhad (“the Board”) in fulfilling its oversight responsibilities in relation to PLB Group of Companies’ sustainability strategy, efforts and initiatives covering environmental, social and economic aspect as well as embedding sustainability practices into the businesses.

The committee provides advice on the co-ordination of risk management strategies with the following terms:

**Objective**

- (a) Establish, monitor, manage and coordinate the sustainable development strategy of the Company;
- (b) Develop and increase stakeholder awareness of the need and benefit of sustainable behavior and initiates change and continuous improvements;
- (c) Identify and assess together with the line of management, the significant economic, environmental and social to ensure the Company remain as a leading responsible company in the industry; and
- (d) Provide suitable steps and appropriate information and controls to identify economic, environment and social risk to ensure the company business is conducted in responsible manner.

**Authority & Scope**

- (a) The Committee shall have the authority to deliberate and approve on matters within its primary duties and responsibilities set out in this Terms of Reference; and
- (b) Unless otherwise provided by or subject to any applicable laws or legislative requirements, the Committee shall have the permission to obtain resources needed to fulfil its duties and responsibilities as set out in this Terms of Reference at the expense of the Company and/or Group, such as:
  - (i) full and unrestricted access to information, records, properties and employees of the Group;
  - (ii) full and unrestricted access to advice and services of the Company Secretaries and Senior Management;

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(iii) to obtain professional and independent advice from external advisors with relevant knowledge and experience, as and when necessary for the performance of its duties; and

(iv) to review its terms of reference as and when necessary.

**Composition**

- (a) The SSC shall be headed by either the Chief Executive Officer or Group Chief Operating Officer who shall act as its Chairman.
- (b) The Chairman will report directly to the Board.
- (c) The Committee shall comprise of senior leadership team from across the Group.
- (d) The membership of the SSC shall be under the purview of the Chairman.
- (e) The SSC shall be assisted by the Sustainability Officer, from amongst the employees of the Company and who shall also act as the Secretary of the Committee.
- (f) Other Board members, senior management and/or other appropriate officers may attend meetings only upon the invitation of the Committee.

**Term of Office**

- (a) The term of office of the SSC shall be reviewed at least once every three (3) years by the Board of Directors i.e. to review the composition, performance and effectiveness of the SSC and each of its members and to assess whether the SSC have carried out their duties in accordance with their Terms of Reference.

**Meetings & Reporting Procedure**

- (a) The Committee shall meet at least twice a year. Additional meetings shall be scheduled as considered necessary by the Committee or Chairperson. The Committee may establish any procedures from time to time to govern its meetings, keeping of minutes and its administration.
- (b) The agenda for each meeting shall be circulated at least seven (7) days before each meeting to the Committee members and all those who are required to attend the meeting. Written materials including information requested by the Committee from management shall be received together with the agenda for the meetings.
- (c) Two (2) members shall form a quorum.

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- (d) Circular Resolutions described as "Sustainability Steering Committee Members' Circular Resolution(s)" signed by all the members shall be valid and effective as if it had been passed at a meeting of the SSC.
- (e) The Chairperson of the Committee shall be available to answer questions about the Committee's work at the Annual General Meeting of the Company.

**Roles &  
Responsibilities**

The duties of the SSC are as follows:

- (a) To manage sustainability matters within the Group;
- (b) To review and approve the sustainability strategy framework recommended by the Sustainability Officer;
- (c) To oversee management and advise the Board regarding sustainability matters;
- (d) To review and evaluate the effectiveness and competence of the sustainability strategy framework;
- (e) To review the half yearly and annual sustainability report, prior to the approval from the Board;
- (f) To establish Sustainability Working Committees for each of the sustainability pillars to ensure the smooth coordination and implementation of initiatives under the sustainability strategy(s) adopted by the Company;
- (g) To oversee the processes, standards and strategies designed to manage social and environmental risks, covering issues such as safety, health, employment practices, community relations, human rights, etc.;
- (h) To provide oversight and input to management's implementation, operation and assurance of policies and standards to ensure that the Group's strategies and goals pertaining to sustainability are aligned with;
- (i) To monitor the Sustainability Key Performance Indicators of the Group and their implementation in accordance to the established practices;
- (j) To drive engagement on sustainability amongst senior management of the Company, as well as mobilizing the support of the workforce through adoption of a mindset in favour of sustainability; and
- (k) To perform such other functions and exercise such other powers as may be delegated to it from time to time by the Board.