



# **Tune Protect Group Berhad**

(Registration No.: 201101020320 (948454-K))

## **Group Sustainability Policy**

### **Confidentiality Statement**

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## 1.0 Purpose

This Sustainability Policy is aimed at achieving the following objectives:

- i. To embed sustainability in the organization and support the Company to meet the sustainability expectations and needs of our stakeholders.
- ii. To provide guidance on the Company's sustainability with the focus on Economic, Environmental and Social ("EES") aspects of the business.

## 2.0 Scope

- i. This Policy applies to directors and employees of Tune Protect Group and its subsidiaries. Tune Protect Group's associate and joint venture companies are encouraged to adopt this Policy as applicable.
- ii. This policy covers the EES aspects of the business while Governance is covered in the corporate governance-related policies and procedures.
- iii. This Policy is subject to the Board of Directors' approval and comes into force on the date it is approved by the Board. Any climate related matters are subject to TPM's Board and the Board's approval post recommendation by TPM and TPG's RMC respectively.

## 3.0 Definition

Definition/Abbreviation	Meaning
<b>BNM</b>	Bank Negara Malaysia
<b>Board of Directors</b>	Tune Protect Group's Board of Directors
<b>Bursa Malaysia</b>	Bursa Malaysia Securities Berhad
<b>Business Units</b>	Business units who are the owners of info/data reporting
<b>Economic</b>	In relation to sustainability, an organisation's impact on the economic conditions of its stakeholders and on economic systems at local, national, and global levels. It does not focus on the financial condition of the organisation
<b>EES</b>	Economic, Environmental and Social
<b>Environmental</b>	In relation to sustainability, an organisation's impact on living and non-living natural systems, including land, air, water and ecosystems
<b>Governance structure</b>	The structure an organisation has in place to ensure accountability, oversight and review in the identification and management of sustainability

Definition/Abbreviation	Meaning
<b>Materiality</b>	The principle of identifying and assessing a wide range of sustainability matters, and refining them to what are most important to the organisation and its stakeholders
<b>MMLR</b>	Main Market Listing Requirements of Bursa Malaysia
<b>RMC</b>	Risk Management Committee
<b>Social</b>	The impact an organisation has on the social systems within which it operates
<b>Stakeholder</b>	An individual or a group that has an effect on or is affected by the organisation and its activities. Stakeholders should be relevant to the organisation's purpose and have relevant needs and expectations. They may include investors, customers, business partners, employees, local communities, civil society (Non-Governmental Organisations), government, regulators, suppliers, etc
<b>SuCom</b>	Sustainability Committee
<b>Sustainability matters</b>	The extent of material EES risks and opportunities
<b>Sustainability Working Group</b>	Representatives from the business entities
<b>TPM</b>	Tune Insurance Malaysia Berhad
<b>Tune Protect Group</b>	Tune Protect Group Berhad or The Company

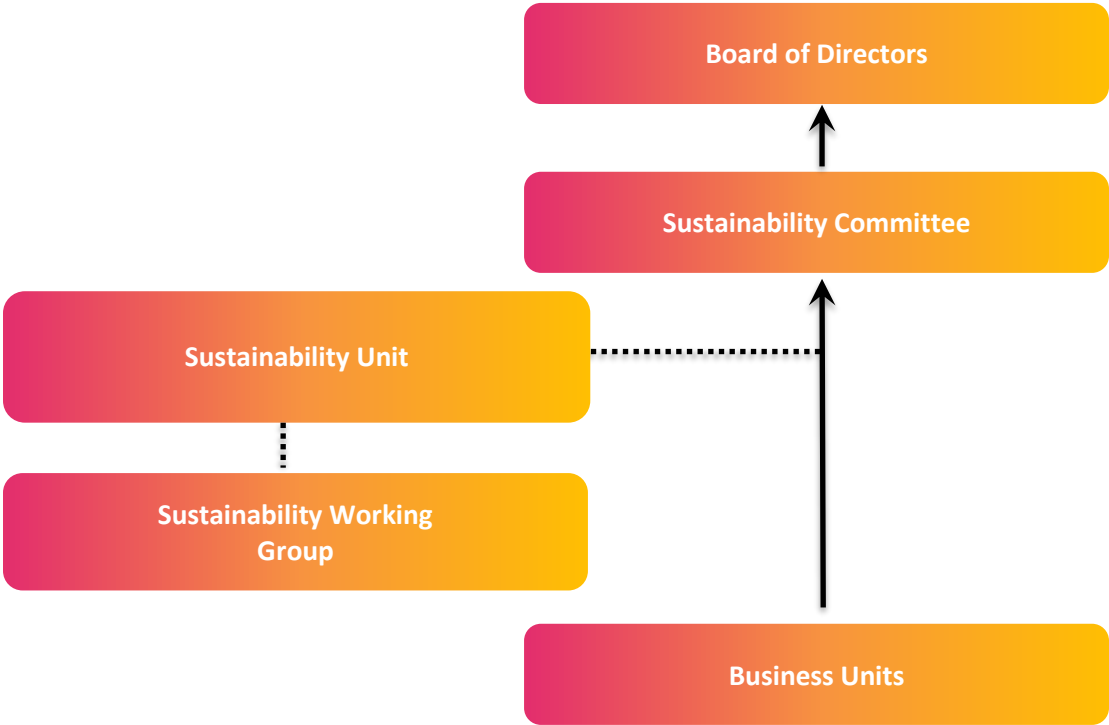
#### 4.0 Responsibilities

Party	Responsibilities
i. Board of Directors ("the Board")	<ul style="list-style-type: none"> <li>i. Review and approve the Company's disclosures and strategic direction in relation to sustainability matters</li> <li>ii. Accountable for the sustainability strategy and performance</li> <li>iii. The Board and TPM's Board of Directors to discuss and remain up to date on climate-related developments including develop a clear understanding of the distinctive elements and transmission channels of climate related risks</li> <li>iv. The Board and TPM's Board of Directors to evaluate the risks and opportunities arising from climate change on a periodic basis and consider these risks and opportunities in assessing and approving the Company's strategies and business plan</li> </ul>

Party	Responsibilities
	v. Attend the relevant trainings related to sustainability as mandated by the relevant regulators
ii. Risk Management Committee (“RMC”)	<p>i. The Company and TPM’s RMC to discuss and recommend regular and timely updates to the Company’s Board and TPM’s Board for approval with material information on climate-related risks and opportunities</p> <p>ii. The Company and TPM’s RMC to review the effectiveness of the organisational structure and appropriately define the roles and responsibilities of key business and risk functions in supporting the strategies to build climate resilience and manage climate-related risks. The Company and TPM’s RMC may delegate this to the appropriate management committee that consists of senior management to carry out this function as it may deem fit.</p>
iii. Sustainability Committee (“SuCom”)	<p>i. Oversee the implementation of sustainability strategy and performance</p> <p>ii. Review, discuss and recommend to the Board for approval on the Company’s strategic direction in relation to sustainability matters</p> <p>iii. Provide updates to the Board regarding the status and performance of sustainability-related initiatives on a quarterly basis</p> <p>iv. Provide regular and timely updates to TPM and the Company’s RMC before recommending it to the respective Board for approval with material information on climate-related risks and opportunities</p> <p>v. Review climate-related disclosures in a timely manner to continuously improve the clarity, comprehensiveness, and relevance. The review shall account for domestic and global developments on sustainability and climate-related financial disclosures according to the internal controls and disclosure process stipulated in the Group Communication Policy</p> <p>vi. Provide support and carry out action plans related to climate resilience and manage climate-related risks as delegated by the Company and TPM’s RMC</p> <p>vii. Attend the relevant sustainability trainings to remain up to date on sustainability related developments</p>

Party	Responsibilities
iv. Sustainability Unit	<ul style="list-style-type: none"> <li>i. Manage the overall sustainability performance, drive initiatives and monitor targets</li> <li>ii. Central point of contact for all sustainability-related matters and provide updates to SuCom during SuCom meeting that will be held every two months</li> <li>iii. Table to SuCom for discussion and/or approval on matters arising from sustainability initiatives, when required</li> <li>iv. Work and follow through with relevant departments to ensure identified initiatives are on track</li> <li>v. Monitor and compile material information on climate-related risks and opportunities</li> <li>vi. Initiate climate-related disclosures information gathering and table it to SuCom for review and disclose the climate-related information publicly after approval is obtained from the Board and/or TPM's Board</li> <li>vii. Secretariat duties to SuCom</li> </ul>
v. Sustainability Working Group ("SWG")	Support Investor Relations & Sustainability in driving and managing the performance of sustainability initiatives across the organisation
vi. Business Units	<ul style="list-style-type: none"> <li>i. Responsible for implementation of sustainability initiatives and data collection whereby every initiative is tracked &amp; the results to be reported in the Sustainability Statement/Report</li> <li>ii. Responsible for implementation of policies and procedures to build and support climate resilience as well as actively promote a just and orderly transition of customers and counterparties</li> <li>iii. Responsible for the day-to-day management of climate-related risks and opportunities</li> </ul>

5.0 Sustainability Governance Structure



5.1 Sustainability Committee Members

- i. Management shall appoint the SuCom members. The SuCom shall be of a size that encourages active participation of all members and promotes effective deliberation. The composition and size of the SuCom are reviewed from time to time to ensure its appropriateness. Please refer to the SuCom Terms of Reference for more information.

5.2 Chairman

- i. The Chairman's appointment is at the management's discretion and the Chairman shall not hold a term of more than 5 years.



## **6.0 Policy**

- i. Tune Protect Group and its subsidiaries' sustainability are governed by SuCom, to align with the Group's sustainability strategies and initiatives. SuCom oversees the overall management responsibility, direction and performance in relation to sustainability with the support from various business units.
- ii. Tune Protect Group and its subsidiaries should review its material sustainability matters on an annual basis and determine if there is a need to conduct a full materiality assessment process.

## **7.0 Our Commitment to Sustainability**

- i. Tune Protect Group and its subsidiaries acknowledge that the adoption of a Sustainability Policy will create a long-lasting value to shareholders and stakeholders, which will support the growth of our businesses and achievement towards our vision and mission to be the lifestyle insurer that everyone loves.
- ii. Tune Protect Group and its subsidiaries' commitments are guided by the three key principles of EES which are aligned with Bursa Malaysia's Sustainability Reporting Guide. Tune Protect Group and its subsidiaries have implemented various policies and procedures as it embeds the principles of sustainability across the organization.

### **7.1 Economic**

- i. Demonstrate compliance with relevant rules and regulations as well as meeting our financial expectations.
- ii. Work together with our insurance partners, vendors, and suppliers on responsible social and environmental practices.
- iii. Ensure fairness, transparency, and be responsible in our workplace and with business partners and shareholders.
- iv. Ensure that the Company meets the minimum standards and requirements towards its communication with shareholders or communities.
- v. Provide exceptional customer service.
- vi. Protect society by making products available for their financial protection.
- vii. Source suppliers from local businesses which indirectly contributes to the growth of the local economy.

### **7.2 Environmental**

- i. Conserve the environment by encouraging employees to use recycle bags regularly, turn off energy/lights when not in use, observe Tune Protect Earth Hour, encourage proper disposal of recyclable materials and conserve water to minimising environmental impacts.

- ii. Embed elements of climate and environmental protection into our Corporate Good (“CoG”) where possible.
- iii. Use electronic communications instead of hard copy printouts and consider printing on recycled papers, double-sided printing, minimising colour printing for in-control processes where possible, to reduce paper wastage.
- iv. Promote recycling and reduce single-use plastics within Tune Protect Group and its subsidiaries.
- v. Consider utilising video conferencing tools instead of traveling for meetings, where practical.
- vi. Promote credible and high-quality climate-related disclosures and mitigate the risks of greenwashing.

### **7.3 Social**

#### **7.3.1 Community**

- i. Act responsibly towards society and community in accordance to our CoG focus on Good Health & Well-Being, Quality Education and Sustainable Communities. These focus areas are adopted from United Nations’ Sustainable Development Goals (“UN SDGs”).
- ii. Target contribution up to RM350,000 or 0.5% of Group Net Profit After Tax whichever is the lower, annually for identified CSR activities.

#### **7.3.2 Workplace**

- i. Maintain high levels of integrity and honesty and ensure investors’ protection.
- ii. Promote ethical practices and good governance amongst Tune Protect Group’s Directors and all employees.
- iii. Work within laws and regulations.
- iv. Encourage employees to donate to a worthy cause.
- v. Drive employees’ engagement through various activities, such as organising charity events involving employees’ participation and volunteerism.
- vi. All employees receive training on Anti-Bribery and Corruption per the Group Learning and Development policy.

### **8.0 References / Associated Documents**

- i. Bursa Malaysia’s Sustainability Reporting Guide
- ii. Global Reporting Initiative Guidelines – Sustainability Reporting
- iii. Relevant (as applicable) Group and Company’s Policies and Procedures
- iv. United Nations’ Sustainable Development Goals
- v. BNM's Climate Risk Management and Scenario Analysis Policy Document
- vi. MMLR of Bursa Malaysia in relation to sustainability training for Board of Directors