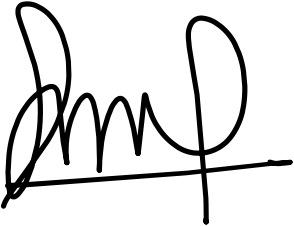





GOLDEN PHAROS  
BERHAD

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**CORPORATE SOCIAL RESPONSIBILITY  
MANUAL**

<b>Prepared by:</b> 		<b>Approved by:</b> 	
Name: <b>FAUZAN ABDUL</b> Designation: HEAD OF CORPORATE COMMUNICATION Date: 26 MAY 2019		Name: <b>DATO' NADZA ABDUL</b> Designation: CEO Date: 27 MAY 2019	
<b>Issue Date:</b>		<b>Next Review Date:</b>	

**GOLDEN PHAROS BERHAD  
CORPORATE SOCIAL RESPONSIBILITY MANUAL**

<b>NO</b>	<b>TITLE</b>	<b>PAGE</b>
<b>1.0</b>	<b>Introduction</b>	<b>1</b>
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<b>GOLDEN PHAROS BERHAD</b>		Reference No		Last Page Revision	0		
		Effective Date		Revision Date	Nil		
<b>MANUAL TITLE</b>		<b>CORPORATE SOCIAL RESPONSIBILITY</b>					
<b>POLICIES AND PROCEDURES FOR</b>		<b>INTRODUCTION</b>					
Mandatory within		Golden Pharos Berhad Group					
Prepared by	Head of Corporate Communication Department	Approved by	GPB Board	Page	1	of	1

#### **1.0 OBJECTIVE**

- 1.1 To set out the policies and procedures covering Corporate Social Responsibility (“CSR”) of Golden Pharos Berhad Group.
- 1.2 This manual shall be consistently implemented throughout the Group and complied with at all times.

#### **2.0 DISTRIBUTION**

- 2.1 The manual shall be assigned to the Heads of Department and Heads of Subsidiary for easy reference.

#### **3.0 CHANGES**

- 3.1 Corporate Communication Department (“CCD”) shall be responsible for the proper maintenance of this manual including implementing and advising policy changes, issuing policy updates and supplements to the manual and providing guidance for the maintenance of the manual.

#### **4.0 POLICIES**

- 4.1 Management of Golden Pharos Berhad Group shall decide and approve the CSR activities as per DAL.

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	Effective Date		Revision Date	Nil
<b>MANUAL TITLE</b>	<b>CORPORATE SOCIAL RESPONSIBILITY</b>			
<b>POLICIES AND PROCEDURES FOR</b>	<b>CSR CATEGORIES</b>			
Mandatory within	Golden Pharos Berhad Group			
Prepared by	Head of Corporate Communication Department	Approved by	GPB Board	Page 1 of 1

## 2.0 OBJECTIVE

To establish policies and procedures governing the CSR areas that the Company should consider.

## 2.1 POLICY

2.1.1 Any requests for CSR shall be determined by the categories, which are in line with the Company's industry norms, are as follows:

CATEGORIES	JUSTIFICATION
Nature and environment	Forestry, logging, sawn-timber and plantations are the Company's main business activities, which are related to nature and environment.
Community	To comply with the 10 Forest Stewardship Council ("FSC") certification principles, the Company shall contribute to maintaining or enhancing the social and economic wellbeing of local communities affected by management activities.
Sports	To support and create public awareness of healthy lifestyle among its employees. The FSC certification also stresses that the Company shall maintain or enhance the social wellbeing of workers.
Education	To support programmes, which relate to educate students/public regarding the importance of nature and environment to people.

2.1.3 The Company is **strictly prohibited** to grant donations and contributions to any political party.

2.1.4 The Company shall also not contribute to:

- a) Dubious organisations
- b) Organisations that are involved in financial crimes and bribery elements
- c) Organisations that relate to violence or racism activities

## 2.2 PROCEDURES

2.2.1 Contribution Form

- a) All requests shall be processed by determining the categories that comply to the Company's business activities.

2.2.2 Appendix

a) Contribution Form

<b>GOLDEN PHAROS BERHAD</b>		Reference No		Last Page Revision	0		
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<b>MANUAL TITLE</b>		<b>CORPORATE SOCIAL RESPONSIBILITY</b>					
<b>POLICIES AND PROCEDURES FOR</b>		<b>BUDGETED AND UNBUDGETED CSR</b>					
Mandatory within		Golden Pharos Berhad Group					
Prepared by	Head of Corporate Communication Department	Approved by	GPB Board	Page	1	of	1

### 3.0 OBJECTIVE

To establish policies and procedures governing the budgeted and unbudgeted CSR for Golden Pharos Berhad Group.

### 3.1 POLICY

3.1.1 CCD shall include the budget for the upcoming year's CSR spending into the Company's annual budget.

The amount budgeted should be the lower of:

- a) 0.5% of annual revenue; or
- b) 10% of Profit Before Tax ("PBT")

3.1.2 CCD shall plan CSR activities based on the approved annual CSR budget.

3.1.3 Any unbudgeted CSR contribution must refer to the availability balance of the approved annual CSR budget.

3.1.4 The Company shall consider to contribute within RM500-RM1000 to any unbudgeted CSR contribution or non-focused categories.

### 3.2 PROCEDURES

3.2.1 Contribution Form

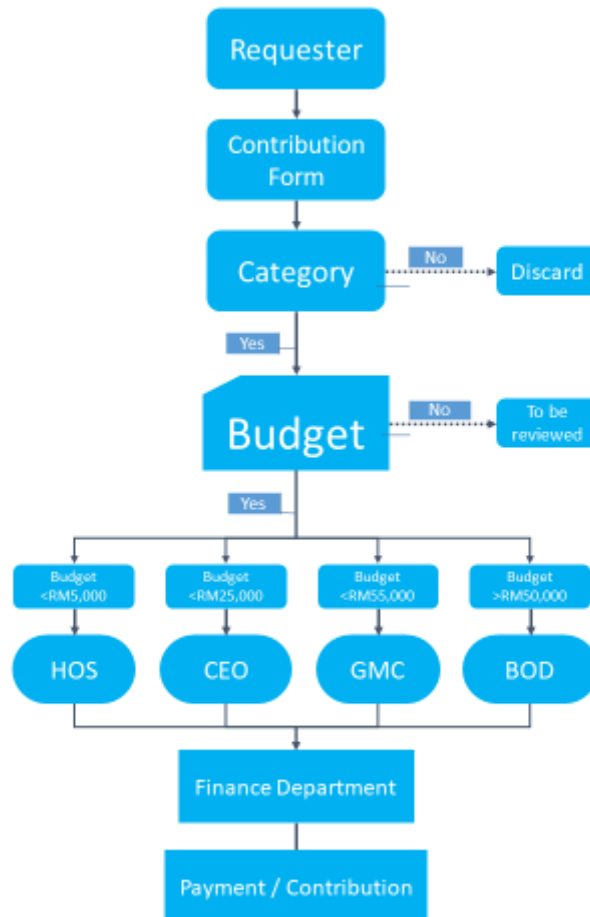
- a) All requests received shall be processed by completing the Contribution Form.

3.2.2 Approval

- a) The approving authority shall be as DAL.

<b>GOLDEN PHAROS BERHAD</b>		Reference No		Last Page Revision		0	
		Effective Date		Revision Date		Nil	
<b>MANUAL TITLE</b>		<b>CORPORATE SOCIAL RESPONSIBILITY</b>					
<b>POLICIES AND PROCEDURES FOR</b>		<b>DIAGRAM</b>					
Mandatory within		Golden Pharos Berhad Group					
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#### 4.0 PROCESS OF CONTRIBUTION



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<b>MANUAL TITLE</b>		<b>CORPORATE SOCIAL RESPONSIBILITY</b>			
<b>POLICIES AND PROCEDURES FOR</b>		<b>DEFINITIONS</b>			
Mandatory within		Golden Pharos Berhad Group			
Prepared by	Head of Corporate Communication Department	Approved by	GPB Board	Page	1 of 1

## 5.0 DEFINITIONS

NO	WORDS	DEFINITIONS
1	<i>Corporate Social Responsibility (CSR)</i>	A business approach that contributes to sustainable development by delivering economic, social and environmental benefits for all stakeholders
2	<i>Discretionary Authority Limits</i>	A (DAL) policy sets the authorisation limits at the various level of management and staff, and also matters requiring the Board approval; to ensure accountability, segregation of duties and control over the Group's financial commitments
3	<i>Contributions</i>	An activity undertaken by a business where the primary objective is to benefit the society in which it operates or groups of individuals or communities within that society. It includes both voluntary contributions as well as social obligations
4	<i>Budgeted</i>	(of a sum of money) provided for a particular purpose from an approved budget
5	<i>Unbudgeted</i>	(of expenses or expenditures) that have not been budgeted for; unplanned



<b>GOLDEN PHAROS BERHAD</b>	Reference No		Last Page Revision	0
	Effective Date		Revision Date	Nil
<b>MANUAL TITLE</b>	<b>CORPORATE SOCIAL RESPONSIBILITY</b>			
<b>POLICIES AND PROCEDURES FOR</b>	<b>APPENDIX</b>			
Mandatory within	Golden Pharos Berhad Group			
Prepared by	Head of Corporate Communication Department	Approved by	GPB Board	Page 1 of 1

## 6.0 REQUEST FORM

<b>REQUEST FORM</b>		 <b>GOLDEN PHAROS BERHAD</b>	
Corporate Social Responsibility			
<b>Overview of Applicant</b>			
Applicant's Name			
Applicant's contact details	Address		
	Telephone		Fax
	Email		
	Website		
<b>Overview of Request</b>			
Beneficiary			
Focused area		<input type="checkbox"/> Nature & Environment <input type="checkbox"/> Community <input type="checkbox"/> Sports <input type="checkbox"/> Education	
Non-focused area		<input type="checkbox"/> Youth <input type="checkbox"/> Media Relations <input type="checkbox"/> Technology <input type="checkbox"/> Uniformed services <input type="checkbox"/> Health <input type="checkbox"/> Government Campaign <input type="checkbox"/> Others (Please specify): _____	
Aim			
Timeline, if applicable			
Nature of contribution required			
Amount			
Budget		<input type="checkbox"/> Budgeted <input type="checkbox"/> Unbudgeted	
<b>Benefits from Contribution</b>			
Alignment of request with the company's core themes			
Publicity strategy			

Benefits to the company	
Success measurements	
Financial Implications	
<b>Other information on Applicant</b>	
Summary of organisation	
Organisation's tax charitable status	
Previous sponsorships received from the company	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide details:</i>	
Recommendations:	
Prepared by:	
.....	Date:
<b>FAUZAN ABDUL</b> Head Corporate Communication Department Golden Pharos Berhad	
<b>CEO's Office Use</b>	
<b>CEO's Comment:</b>	
Approved by:	
.....	Date:
<b>DATO' NADZA ABDUL</b> Chief Executive Officer Golden Pharos Berhad	