



安裕資源有限公司

**ANN JOO RESOURCES BERHAD**

Company Registration No.: 199501041948 (371152-U)

**ANN JOO GROUP OF COMPANIES  
SUSTAINABLE PROCUREMENT POLICY**

**(VERSION 1/2023)**



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### 1. INTRODUCTION

The Ann Joo Group of Companies ("Ann Joo or the Group") aspire to uphold the highest governance, social, environmental, health, and safety standards in all aspects of its operations and dealings with its stakeholders, with the goal of promoting principles for ethical and legally compliant business practices.

This Policy is developed to align with the Group's values, goals, and related policies. This is consistent with how we work with our suppliers and the expectations we hold them to in terms of Good Business Ethics, Social, Environmental, and Governance standards, particularly in relation to risk management, resource conservation, safety and health, human rights, and environmental stewardship.

For further reference, refer to applicable policies that can be found at [www.annjoo.com.my](http://www.annjoo.com.my).

### 2. OBJECTIVES AND SCOPE

As part of Ann Joo's continuous commitment to sustainable and ethical business practices, we strive to collaborate with our stakeholders to ensure that the Group's values are reflected in our Supplier's business conduct.

This Policy is adopted to align and extend the Group's values and principles, and it also applies to external parties, including but not limited to the Group's Suppliers. In doing so, the Group seeks to enhance the influence of its purchases to support markets for, and broaden access to, more sustainable goods and services.

### 3. DEFINITION

Suppliers refer to parties who supply products and services to the Group both locally and internationally. Example of such parties include materials suppliers, service providers, vendors, contractors, retailers, traders, manufacturers, and consultants.

### 4. GUIDING PRINCIPLES

#### 4.1. Business Practices

Ann Joo established its Anti-Bribery and Corruption Policy and Procedures to ensure compliance with all applicable anti-bribery and corruption laws, rules, and regulations of the governments, commissions, and exchanges in the jurisdictions where the Group operates. Ann Joo shall take all necessary and reasonable measures to prevent its businesses from engaging in corrupt practises for personal gain or benefit. Ann Joo expects the same from all its suppliers.



- a. Suppliers are expected to comply with all applicable laws relating including anti-bribery and corruption, under the terms of the Ann Joo's Anti-Bribery and Anti-Corruption Policy and Procedures.
- b. Suppliers shall avoid situations in which they are compelled to request, accept, offer, give anything of value that could be used to provide an undue advantage that influences decision makers or their contract negotiations.
- c. Suppliers shall uphold fair business standards in their activities and affairs, while truly and accurately representing any kinds of products, services, and pricing.
- d. Suppliers shall not share or exchange any pricing, costs or other competitive information with any other third party or engage in any collusive conduct that would violate applicable competition laws and regulations.

### 4.2. Environment

Ann Joo constantly complies with environmental laws and regulations while being mindful of the impact of its operations on the environment. The Group's Policy Statement on Environment emphasises our dedication to achieving the goal of environmental protection. The Group expects its suppliers to comply with applicable environmental laws, treating the environment with respect, and ensuring minimal environmental impact by abiding by all applicable environmental laws, preventing pollution, and implementing best practises that are in line with the Group's environmental management system.

Suppliers are obligated to make every effort to reduce emissions and waste generation, and avoid any types of pollution that are prohibited by applicable environmental legislation. Suppliers shall continuously endeavour to improve and incorporate environmentally friendly technology and techniques into their production procedures or activities.

Suppliers shall employ sustainable business practises to reduce the overall environmental effect of their products and services (e.g., selecting products and services with lower adverse impacts at any stage in their production, use or disposal). Climate change, energy use, water use, and biodiversity are a few examples of environmental footprint.

If suppliers are aware that their products contain potentially hazardous materials or components (e.g., chemicals, toxic, waste that require specific handling), they are encouraged to make a disclosure to their stakeholders including Ann Joo, as their client.

### 4.3. Fair treatment

The Group encourages fairness and competitiveness. When selecting suppliers, we incorporate social related criteria, such as impartiality and non-discrimination.



### 4.4. Safety and Health

Ann Joo defines its objectives for preventing accidents and occupational illnesses in its Policy Statement on Occupational Safety and Health. In addition to consistently ensuring safe and healthy working conditions throughout all its operations, the Group strives to promote accountability and involvement at all levels, including that of employees and their representatives, by providing training, information, and facilities.

To reduce risks and hazards at work, Ann Joo expects its suppliers to have the necessary health and safety measures in place to provide a safe and healthy working environment and take all practicable steps to prevent incidents and injuries. Suppliers are encouraged to document the occupational hazards and injuries, if any, and to review and refine necessary measure to prevent accidents from recurring.

### 4.5. Human Rights and Working Condition

Ann Joo is committed to upholding the rights of its employees and treating them with respect, as stated in its Human Rights Policy. Ann Joo shall abide by all labour laws, rules, and regulations that are relevant in the countries in which it conducts business. The Group demands the same respect and rights from its contractors, service providers, and suppliers as well as adherence to all applicable local employment laws and regulations.

Ann Joo expects its suppliers to provide an open and inclusive workplace. They must uphold the ideas of fair human right practice and equal opportunity for all people, regardless of age, gender, nationality, ethnicity, or marital status.

While Ann Joo makes every effort to employ local vendors, when foreign labour is required, vendors, service providers, and contractors are required to abide by the regulations governing the hiring and deployment of foreign labour. Ann Joo requires that none of its suppliers, service providers, or contractors hire anyone below the legal minimum age for employment, or anyone who has not willingly volunteered for the work or service, in accordance with the Children and Young Persons (Employment) (Amendment) Act 2019 or any applicable laws and regulations of the countries where Ann Joo Group is having operational presence.

The Group expects its suppliers to ensure that wages are paid at least as much as required by law and in accordance with industry standards, with no unauthorised deductions.

Ann Joo expects its suppliers to provide a non-discriminatory, healthy, and safe environment for their employees. We have a zero-tolerance policy for suppliers who violate the Employment Act 1955 (Amendment) 2022, which forbids slavery and the use of forced or underage labour across the supply chain.



## **5. GOVERNANCE**

All employees, particularly the procurement and sourcing team, shall be aware of this policy to communicate expectations to suppliers, and to apply it in accordance with the Group's standard operating policies and procedures.

All suppliers are expected to collaborate with the Group to improve responsible business practices in the areas of ESG, specifically the principles outlined in this policy.

The Management oversees, reviews, supervises and recommends strategies, implementation, and communication progress. This policy is incorporated into the Group's standard operating policies and procedures and will be reviewed on a regular basis to enhance and ensure its relevance to our operations.

Ann Joo Group's Management consists of senior management and department heads of the Group Companies.

## **6. EFFECTIVE DATE**

This policy was endorsed by the Board and effective as of 27 November 2023.