

SUCCESSION PLANNING POLICY FOR EXECUTIVE DIRECTORS/SENIOR MANAGEMENT STAFF FOR THE APPROVAL OF BOARD OF DIRECTORS

Appendix D

Introduction

One of the major responsibilities of the Board is to approve a Succession Planning Policy for Executive Directors/Senior Management staff to ensure continuity of management and leadership in the Company. Hence, this proposal which outlines the objective of the policy and the terms of reference is submitted for the Board's approval.

Objective

The objective of the Succession Planning policy for Executive Directors/Senior Management is to identify and develop potential staff to ensure the continuity in the professional leadership in the Company.

Policy

The Board to ensure an effective Succession Plan which is in line with the Company's core values, mission & vision and corporate culture which embraces high ethical standards and integrity are in place for the continuity of a competent leadership and management at all times.

1. Phase 1

To identify from internal pool of Senior Management Staff who possess the following criteria/qualities to assume future senior position in the Company.

- **Corporate Mission & Vision**

Understands and keeps up to date on the issues relevant to the broad organization and business. Aware and initiates the necessary measures on impact of external events on the organization plans and objectives.

- **Ethics and High standard of Integrity**

Able to demonstrate sound business and professional ethics and has displayed consistency with principles, values and behaviors. Build trust with others through own authenticity and follows through on commitments.

- **Decision Making**

- Makes times and sound decisions.
- Makes decisions under conditions of uncertainty.
- Evaluates short-and long term consequences when making decisions.

SUCCESSION PLANNING POLICY FOR EXECUTIVE DIRECTORS/SENIOR MANAGEMENT STAFF FOR THE APPROVAL OF BOARD OF DIRECTORS

- **Planning, Evaluation and Execution**

Able to manage projects concurrently by prioritizing, planning, goal setting and coordinating with others.

- **Qualification or related work experience**

Degree, MBA or professional qualification or equivalent.

- **Good Track Record on Past Performance**

Achieved good ratings consecutively in the performance appraisals.

2. Development Phase

Identify and ensure the implementation of the necessary training plan to develop the required capabilities and individual development plan that outlines specific activities for the development of skills and competencies.

3. Evaluation Phase

Evaluate the Policy to ensure its effectiveness by measuring the impact of the program against established objective(s).