

# Workplace Safety and Physical Security Policy

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## Scope

This policy is applicable to the Bank and its majority-owned businesses and applies to employees as well as contractors or individuals under the company's supervision at all locations for which the Bank is responsible and areas in which the Bank operates and/or wherein the assets are processed, transported and/or stored.

The policy is aligned with national laws and requirements related to OHS including 1) Occupational Safety, Health and Environment Act 2011, 2) Ministerial Regulation on the Prescribing of Standard for Administration and Management of Occupational Safety, Health And Environment 2006, and 3) Ministerial Regulation on the Standard for Administration and Management of Occupational Safety, Health and Environment in relation to Fire Prevention and Control 2012 as well as relevant OHS international standards and best practices.

## Policy Statement

The Bank implements occupational health & safety and security measures to protect people within the Bank entities from hazards, dangers, and risks in the workplace and to protect the Bank's assets against criminal and environmental threats. The Bank puts in place and adheres to an effective OHS management system in order to ensure the safety and health of our people and stakeholders where we operate. Roles and responsibilities of personnel for management of OHS are clearly defined to develop action plans and execute necessary measures for effective OHS management in compliance to national laws and international standards. Action plans are prioritized, and quantitative targets are established to continuously improve OHS management and performance.

## Fire Prevention and Protection

Safeguarding the health and safety of our people is our priority while we minimize the loss and damage to the Bank's assets. We strictly comply to requirements and regulations, building codes, and best practices. Protocols for exiting building area safely in case of an emergency is in place and regularly tested and rehearsed. The design, implementation, and maintenance of fire protection measures meet the requirements from authorities and building codes and are executed by qualified and/or certified people.

## Physical Security

Physical security pertains to protecting the Bank's employees and assets and related stakeholders. Physical security covers the following areas:

- Personal Security – Measures are implemented to ensure the safety of employees, contractors and related stakeholders at the Bank's sites.

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- Physical Access Security – The Bank has protocols and controls to prevent unauthorized individuals from entering the sites and to protect assets from damage and loss.
- Theft Protection – Access control mechanisms are implemented to protect assets within facilities. Business units must implement measures to protect assets (e.g. information, valuables, equipment, art, office furniture, and stationery) assigned to them from theft.
- Utilities and Infrastructure Protection – Utilities and infrastructure are protected to prevent unauthorized access, damage and interference. Specific back-up measures are implemented to protect people's safety in the Bank's locations during a breakdown of public utilities or a failure of physical security measures or systems.
- Supporting Physical Security Devices – Physical security devices (e.g., security control room, CCTV system, alarm system) are checked on regular basis to ensure proper functioning of the physical security processes and measures as appropriate for the facility.

## Confidentiality of Information in Physical Form

The Bank aims to reduce the risks related to public exposure of confidential information, specifically for data in physical form. The Bank has standards that outlines an efficient and uniform process to reduce the risk of physical data exposure to unauthorized parties by classifying the data and protecting it accordingly.

## Cash and Valuables Protection

Protocols and measures are to be strictly followed to protect cash and valuables. Cash and valuables should be stored in areas with high security when unattended, such as in bank safes or vaults. The level of physical protection and detection devices should be attuned with timely alarm response by adequate security services or police forces.

## Communication, Training, and Reporting

The Policy will be regularly communicated within the Bank. Training and awareness building on workplace safety and physical security are conducted regularly to employees and related parties e.g., outsource, contractors. Any occupational health, safety (including work-related injuries, ill health, diseases) and physical security related incident can be reported and investigated as per Incident Reporting Minimum Standard. Any issues related to safety, health and environment can be reported to the OSHE Committee.