

C.1	The rights of stakeholders that are established by law or through mutual agreements are to be respected.	Y/ N	Reference / Source document	
Does the company disclose a policy that :				
C.1.1	Stipulates the existence and scope of the company's efforts to address customers' welfare?	OECD Principle IV (A): The rights of stakeholders that are established by law or through mutual agreements are to be respected. In all OECD countries, the rights of stakeholders are established by law (e.g. labour, business, commercial and insolvency laws) or by contractual relations. Even in areas where stakeholder interests are not legislated, many firms make additional commitments to stakeholders, and concern over corporate reputation and corporate performance often requires the recognition of broader interests. Global Reporting Initiative: Sustainability Report (C1.1 - C.15) International Accounting Standards 1: Presentation of Financial Statements	Y	Chapter 3 of the Manual on Corporate Governance/Adoption of Bill of Rights of the Policyholder
C.1.2	Explains supplier/contractor selection practice?		Y	Page 74 of the Company Policy: Procedures on the supplier's evaluation and selection criteria
C.1.3	Describes the company's efforts to ensure that its value chain is environmentally friendly or is consistent with promoting sustainable development?		Y	Implementation of paperless filing system.
C.1.4	Elaborates the company's efforts to interact with the communities in which they operate?		Y	Company Website: CSR 2016
C.1.5	Describe the company's anti-corruption programmes and procedures?		Y	Chapter 2 Employees Mental Attitude/Chapter 3 Business Code of Conduct of the Compliance Rules
C.1.6	Describes how creditors' rights are safeguarded?		Y	Item 6.1 of the Manual of Corporate Governance
Does the company disclose the activities that it has undertaken to implement the above mentioned policies?				
C.1.7	Customer health and safety	OECD Principle IV (A) & Global Reporting Initiative	Y	Chapter 3 of the Manual on Corporate Governance/Adoption of Bill of Rights of the Policyholder

Property of the ASEAN Capital Markets Forum (ACMF)

C.1.8	Supplier/Contractor selection and criteria		Y	Page 74 of the Company Policy: Procedures on the supplier's evaluation and selection criteria
C.1.9	Environmentally-friendly value chain		N/A	
C.1.10	Interaction with the communities		Y	Company Website: CSR 2016
C.1.11	Anti-corruption programmes and procedures		Y	Page 7 of the Company Policy: Whistleblowing Policy
C.1.12	Creditors' rights		Y	Page 3 of the the Company Policy: Business Conduct
C.1.13	Does the company have a separate corporate responsibility (CR) report/section or sustainability report/section?	<p>OECD Principle V (A): Disclosure should include, but not be limited to, material information on: (7) Issues regarding employees and other stakeholders.</p> <p>Companies are encouraged to provide information on key issues relevant to employees and other stakeholders that may materially affect the long term sustainability of the company.</p>	Y	CSR Section under HR Management

C.2	Where stakeholder interests are protected by law, stakeholders should have the opportunity to obtain effective redress for violation of their rights.			
-----	---	--	--	--

C.2.1	Does the company provide contact details via the company's website or Annual Report which stakeholders (e.g. customers, suppliers, general public etc.) can use to voice their concerns and/or complaints for possible violation of their rights?	<p>OECD Principle IV (B): Where stakeholder interests are protected by law, stakeholders should have the opportunity to obtain effective redress for violation of their rights.</p> <p>The governance framework and processes should be transparent and not impede the ability of stakeholders to communicate and to obtain redress for the violation of rights.</p>	Y	Company website Contact Us section
-------	---	---	---	------------------------------------

<p>C.3 Performance-enhancing mechanisms for employee participation should be permitted to develop.</p>				
C.3.1	Does the company explicitly disclose the health, safety, and welfare policy for its employees?	<p>OECD Principle IV (C): Performance-enhancing mechanisms for employee participation should be permitted to develop. In the context of corporate governance, performance enhancing mechanisms for participation may benefit companies directly as well as indirectly through the readiness by employees to invest in firm specific skills.</p> <p>Firm specific skills are those skills/competencies that are related to production technology and/or organizational aspects that are unique to a firm.</p> <p>Examples of mechanisms for employee participation include: employee representation on boards; and governance processes such as works councils that consider employee viewpoints in certain key decisions. With respect to performance enhancing mechanisms, employee stock ownership plans or other profit sharing</p>	Y	Employee Handbook; Health, Safety and Welfare Policy
C.3.2	Does the company publish relevant information relating to health, safety and welfare of its employees?		Y	Employee Handbook; Health, Safety and Welfare Policy
C.3.3	Does the company have training and development programmes for its employees?		Y	Page 46 of the Company Policy: Learning and Development
C.3.4	Does the company publish relevant information on training and development programmes for its employees?		Y	Page 46 of the Company Policy: Learning and Development
C.3.5	Does the company have a reward/compensation policy that accounts for the performance of the company beyond short-term financial measures?		Y	Performance Appraisal/Retirement Fund

C.4	Stakeholders including individual employee and their representative bodies, should be able to freely communicate their concerns about illegal or unethical practices to the board and their rights should not be compromised for doing this			
C.4.1	Does the company have procedures for complaints by employees concerning illegal (including corruption) and unethical behaviour?	OECD Principle IV (E): Stakeholders, including individual employees and their representative bodies, should be able to freely communicate their concerns about illegal or unethical practices to the board and their rights should not be compromised for doing this.	Y	Employee Handbook, Whistleblowing Policy
C.4.2	Does the company have a policy or procedures to protect an employee/person who reveals illegal/unethical behavior from retaliation?		Y	Employee Handbook, Whistleblowing Policy: Protection