



ENVIRONMENTAL POLICY

RB SPECTRA SDN BHD recognises that having a responsible strategy to environmental issues affected by our business is essential to our employees, clients and society. We are committed to continual improvement in our environmental performance, the prevention of pollution and full compliance with relevant environmental legislation and other requirements.

POLICY STATEMENT

- i. Ensuring that our environmental practices and processes are compliant with the requirements of Environment Quality Act 1974.
- ii. Achieving our environmental objectives and targets, which we will integrate within our day-to-day operational management and business improvement programmes.
- iii. Ensuring that our policy and our environmental initiatives are understood, implemented and maintained at all levels within our organization and that they are suitable education supported by and training.
- iv. Actively seeking the participation of all employees in supporting our commitment to help safeguard our environment.
- v. Sustaining a programme of continual improvement in environmental performance incorporating suitable measurement and monitoring mechanisms.
- vi. Minimizing the environmental impacts of our operations by incorporating pollution prevention and environmental conservation measures and strategies into our business practices.
- vii. Promoting environmental awareness and responsibility among employees by providing adequate training, open communication and opportunities for active participation in sustainability programs.
- viii. Integrating environmental considerations into our decision-making processes, including project planning, product development and supply chain management. Environmental impact assessments will be conducted where necessary to ensure informed and responsible choices.

The General Manager is responsible to the Board of Directors for the overall implementation of this Environmental Policy.

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Mohammed Irfan bin Salleh
Managing Director
Date: 12th January 2025



STOP WORK POLICY

RB SPECTRA SDN BHD empowers every employee the duty and right to invoke a Stop Work Order when an employee or stakeholder or the group's assets or the local environment are at or become exposed to risk. The management supports the decision of its employees in the diligent execution of this policy.

POLICY STATEMENT

- i. A Stop Work Order shall be invoked if any situation arises due to an unsafe action or behaviour or omission or non-action of any party involved in the operation, and if such situation were permitted to continue, may potentially lead to the occurrence of an untoward incident.
- ii. Any person regardless of position, seniority or discipline has the right and duty to invoke a Stop Work Order if in his opinion or judgment, such activity is deemed to be a potential incident.
- iii. No employee shall be faulted or disciplined for invoking the Stop Work Order when, upon investigation, it was found to be unnecessary.
- iv. A Stop Work Order shall be issued based on legitimate concerns such as safety violations, contract breaches, or regulatory non-compliance, not out of retaliation, personal bias, or other improper motives.
- v. A Stop Work Order must be initiated without undue delay when there is an imminent risk, threat, or a justified need. Failure to act promptly may result in serious consequences, including harm to personnel, assets or the environment.
- vi. Work that has been suspended due to a Stop Work Order shall not resume until all relevant safety protocols have been fully implemented and verified to the satisfaction of either the employee who initiated the Stop Work Order or the designated authority responsible for its issuance.

The Stop Work Policy is an extension of the Health Safety & Environment Policy of RBSSB to maintain a safe and secure work environment against any risk or exposure to personal harm, property damage or adverse effects to the environment.

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Mohammed Irfan bin Salleh
Managing Director
Date: 12th January 2025



HOUSE KEEPING POLICY

RB SPECTRA SDN BHD is committed to maintaining a clean, safe, and orderly working environment as an integral part of our operational and safety culture. We expect all personnel, including contractors and visitors, to adhere to the principles outlined in this policy and to actively support a culture of cleanliness, discipline, and mutual respect for shared workspaces. At RBSSB, housekeeping practices are guided by the **5S Methodology** which promotes a structured and continuous approach to workplace organization and efficiency.

5S METHODOLOGY

- i. Sort (Seiri)**
Unnecessary items must be identified and removed from the workplace. Employees are responsible for keeping only essential tools, materials, and information, while the company supports this by providing appropriate storage or disposal solutions.
- ii. Set in Order (Seiton)**
All necessary items should be organized systematically to ensure ease of access and efficient workflow. Employees must maintain orderly work areas, and the company will provide tools and systems to facilitate this organization.
- iii. Shine (Seiso)**
Workspaces must be cleaned and kept tidy to promote safety and professionalism. Employees are expected to clean their work areas regularly, while the company ensures that cleaning schedules, supplies, and support are in place.
- iv. Standardize (Seiketsu)**
Standard procedures must be developed and followed to maintain the first three steps. Employees and departments shall adhere to documented processes.
- v. Sustain (Shitsuke)**
Long-term success of 5S depends on discipline and continuous improvement. Employees are encouraged to uphold 5S practices daily, and the company will conduct regular audits, provide feedback and support a culture of accountability and continuous improvement.

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Mohammed Irfan bin Salleh
Managing Director
Date: 12th January 2025