

Leform Berhad

(Registration No. 199501001582 (330776-K))
(Incorporated in Malaysia)

GENDER DIVERSITY POLICY

1.0 INTRODUCTION

- 1.1.** Leform Berhad (“**Leform**” or the “**Company**”) and its subsidiaries (“the **Group**”) believes in diversity and values the benefits that diversity can bring to its Board of Directors (“the **Board**”) and the Group.
- 1.2.** The Group recognises the benefits arising from workplace and board diversity, including of a broader pool of high-quality employees, improved employee retention, ability to assess from different perspectives and ideas as well as ensuring equal opportunity to benefit from all available talents.
- 1.3.** Diversity includes, but is not limited to, gender, age, race, nationality, religion, cultural background and the differently-abled.
- 1.4.** Practice 5.10 of the Malaysian Code on Corporate Governance 2021 (“**MCCG**”) recommends that the Board should establish a policy formalising its approach to gender diversity.
- 1.5.** To the extent practicable, Leform will address the recommendations and commentaries provided in the MCCG. The Board is pleased to set out below its approach to gender diversity through its Nomination Committee (“**NC**”) which prescribes steps to ensure that women candidates are sought as part of its recruitment exercise.

2.0 OBJECTIVES

- 2.1.** This Gender Diversity Policy (“**Policy**”) provides the Group all measurable targets to be achieved through:-
 - (i) sustaining a balanced mix of Board structure that involves both male and female representatives from different skills, competencies and experiences are developed for Group’s future leadership succession;
 - (ii) embracing equal treatment and acceptance for the benefit of all stakeholders;
 - (iii) ensuring the selection, promotion, retention and development for all excluding any gender-based consideration;
 - (iv) fostering mentorship and development opportunities for all identified candidates; and
 - (v) cultivating a corporate culture and working environment which is free from harassment and discrimination.

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3.0 RESPONSIBILITIES

3.1. The Board's commitment

- (i) The Board recognises and embraces the benefits of having an optimum and diverse composition of people, an essential element in maintaining the Group's competitive advantages. This Policy functions by itself in a fair treatment manner that values, respects and leverages the unique of contributions of people to the Group's business success.
- (ii) The Board together with the key senior management ("**Management**") is committed to establish strategies to meet the objectives of this Policy. The Board shall also ensure that recruitment, selection, promotion and retention of the employees are based on their individual merit regardless of gender.
- (iii) Leform will consider the benefits of all aspects of diversity, in particular but not limited to gender diversity, to enable the employees to discharge their duties and responsibilities effectively. Annual performance evaluation and assessment of workplace effectiveness shall be conducted to ensure employees bring positive effects to the Group's performance.
- (iv) Leform shall ensure female candidates are incorporated into the recruitment interview process where applicable, in particular where specific gender targets have been established.

3.2. The human resources ("HR") department

- (i) The HR department shall provide education on this Policy to both the Management and staff of the Group. Further assistance and guidance will be provided for a better understanding of the requirements of this Policy.
- (ii) Annual review of the statistic relating to selection, promotion, remuneration and retention of employees especially female employees to ensure that the measurable targets are met and report any deficiency to the Board.
- (iii) The HR department shall deal with any complaints regarding this Policy and put them into documentation for future discussion in the Board. Any relevant diversity policy questions raised will be incorporated into the employee opinion survey and exit interview.

3.3. Employees

- (i) Each of the employees of the Group shall observe, familiarise and fully understand their individual responsibilities and the content of this Policy.
- (ii) All employees shall behave and act in appropriate manner towards each other and keep in line with the objectives outlined in the above section.

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3.4. Strategies

Leform wishes to establish a policy with diversified and measurable objectives for the Group as a whole. The Group will not set any specific criteria such as with regards to age, gender and ethnicity, but will actively work towards having balanced diversity based on the strategies outlined below:-

- (i) recruitment process which fairly includes female candidates into the selection;
- (ii) consistently review the Group's diversity reporting to ensure appropriate composition and all candidates are equally valued in the Group;
- (iii) conduct job satisfaction surveys for the specific factors which candidates will take into account to encourage them to join the Group;
- (iv) develop peer mentoring programs and targeted training to avoid any pressure or confusion during their career pathway for smooth execution on the job; and
- (v) listen to the voices and opinions from all levels within the Group and especially work arrangement for female candidates on their maternity leave, emergency leave, promotion opportunities, childcare benefits and flexibility of contractual arrangement.

4.0 MEASURES

4.1. To pursue the objectives of gender diversity, the Board would take into consideration the following measures:-

- (i) The NC ensures gender diversity objectives are adopted in Board recruitment and succession planning processes.
- (ii) The NC shall shortlist the potential women candidates based on the following:-
 - a. skills, knowledge, expertise and experience;
 - b. professionalism; and
 - c. integrity.

4.2. The Board sets a 30% for female Directors in this Policy and actively supports the development aspirations of them in the workplace.

4.3. Leform is committed to a merit-based system for Board composition within a diverse and inclusive culture which solicits multiple perspectives and views and is free of conscious or unconscious bias and discrimination. When assessing Board composition or identifying suitable candidates for appointment or re-election to the Board, Leform will consider candidates on merit against objective criteria having due regard to the benefits of diversity and the needs of the Board.

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5.0 MONITORING AND EVALUATION

- 5.1.** The Board, through the NC, shall monitor the scope and applicability of this Policy, from time to time. The NC shall review this Policy annually and/or when necessary and where required may propose any revision thereto, to the Board for approval.
- 5.2.** The Management will provide feedbacks and considerations to the Board on this Policy and other relevant factors which may have detrimental effect on the Group's effectiveness.

6.0 REPORTING

- 6.1.** Pursuant to Rule 15.08A of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, the Group shall disclose this Policy on board composition having regard to the mix of skills, independence and diversity (including gender diversity) required to meet the needs of the listed corporation in the Annual Report.
- 6.2.** Leform is committed to disclose in its Annual Report regarding its diversity policy for its Board and Management in terms of gender, age and ethnicity as part of the enhanced disclosure requirements especially in the proportion of women participation at Board level in accordance with MCCG.

7.0 Review of the Policy

- 7.1** The Policy will be reviewed at least once every three (3) years by the NC or as and when there are changes to the MCCG and AMLR that may have an effect on the NC's responsibilities or as and when deemed necessary. This Policy shall be disclosed on the Company's website.
- 7.2** Any revision or amendment to this Policy, as proposed by the NC or any third party, shall first be presented to the Board for its approval.
- 7.3** Upon the Board's approval, the said revision or amendment shall form part of this Policy and this Policy shall be considered duly revised or amended.
- 7.4** This Policy was approved and adopted by the Board on 22 February 2022.