

## **SECURITY POLICY**

We are committed to the safety and security of our customers and their goods, our employees, our business and assets and the general public.

Overall we use technology like CCTV cameras, digital finger print recognition, card access, physical barrier like fencing, doors, gates and barriers, forms and passes to help our Security Officers and employees to form an effective Security System.

All visitors entering our premise have to report to the guardhouse. Procedures are in place to help our security personnel's manning the guardhouse to screen all visitors. Those allowed to enter are issued with Visitor Slip which must be filled and signed and stamped by our employee hosting the visitor and returned to Guardhouse before leaving. Guardhouse is running 24/7 and procedures are in place to handle after office hour visitors and contractors.

Goods exit from our warehouses must have Gate Pass signed by the respective operations supervisor.

CCTV cameras are installed at strategic locations to monitor human and vehicles movement. All our warehouses are armed when there is no operation. The burglar alarm system is linked to Cisco. SMS messages will also be sent to the Managing Director and Safety Manager whenever the alarm is triggered. Only appointed key staffs have authorisation to arm and disarm the alarm system. Employees have access to office, rooms and specific areas through door access system which is managed by HR.

We review our Security and Safety and Procedure annually and train all our employees to be responsible for the security of the company.