



EMGS CSR POLICY

Version 2.0

Board approval: 23 November 2023

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POLICY

Introduction

Corporate Social Responsibility (CSR) refers to the way in which businesses regulate themselves in order to ensure that all of their activities positively affect society as a whole. CSR policies aim to guarantee that companies work ethically, considering human rights as well as the social, economic and environmental impacts of what they do as a business. Businesses should meet, and aim to exceed, any relevant legislation, and if legislation does not exist in a particular area, the company should ensure they carry out best practices anyway.

Education Malaysia Global Services (EMGS) is committed to ensuring that any business undertakings are conducted as ethically as possible by following the below policy.

Policy

Education Malaysia Global Services (EMGS) is committed to its CSR role by striving for good business performance while making positive impact in the various communities that it is operating in. As a Company Limited by Guarantee (CLBG), EMGS will ensure CSR is integrated in its daily conduct of business throughout its operations especially with related to education.

The Framework

This policy acts as a guide with the framework of CSR initiatives practiced by EMGS. To ensure EMGS objectives are met, the following core themes will be considered and integrated into its business conduct.

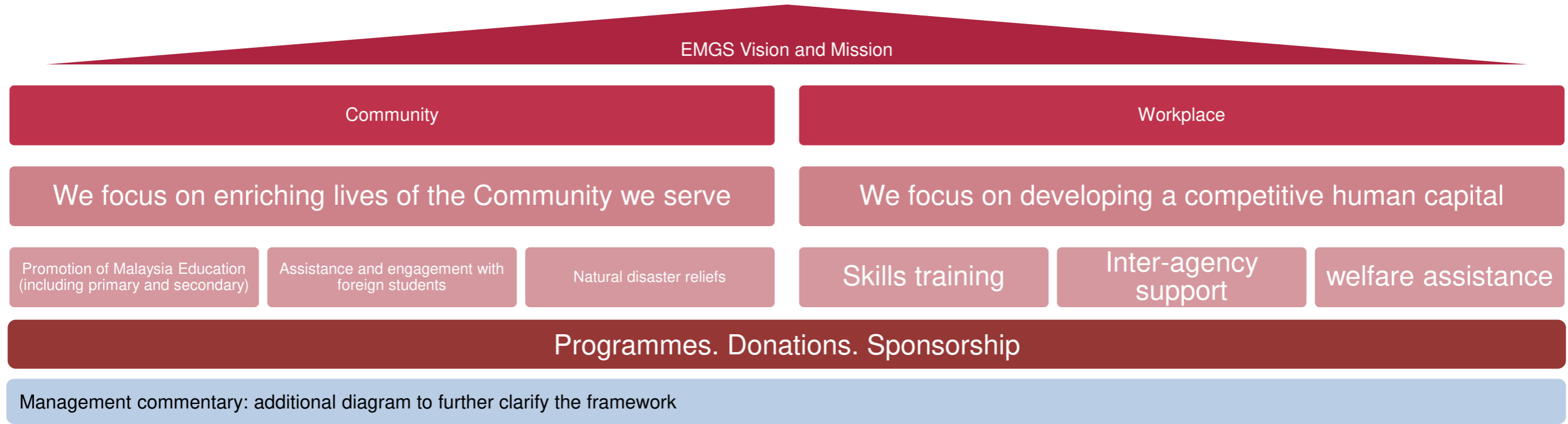
1. Community

We focus on enriching lives of the Community we serve. These would mean developing and organizing communication programs and initiatives for our industry stakeholders through various community service projects, programs and donations.

2. Workplace

We focus on developing our human capital by providing them with the necessary resources and support to enhance their skills to strengthen the spirit of teamwork.

The Framework

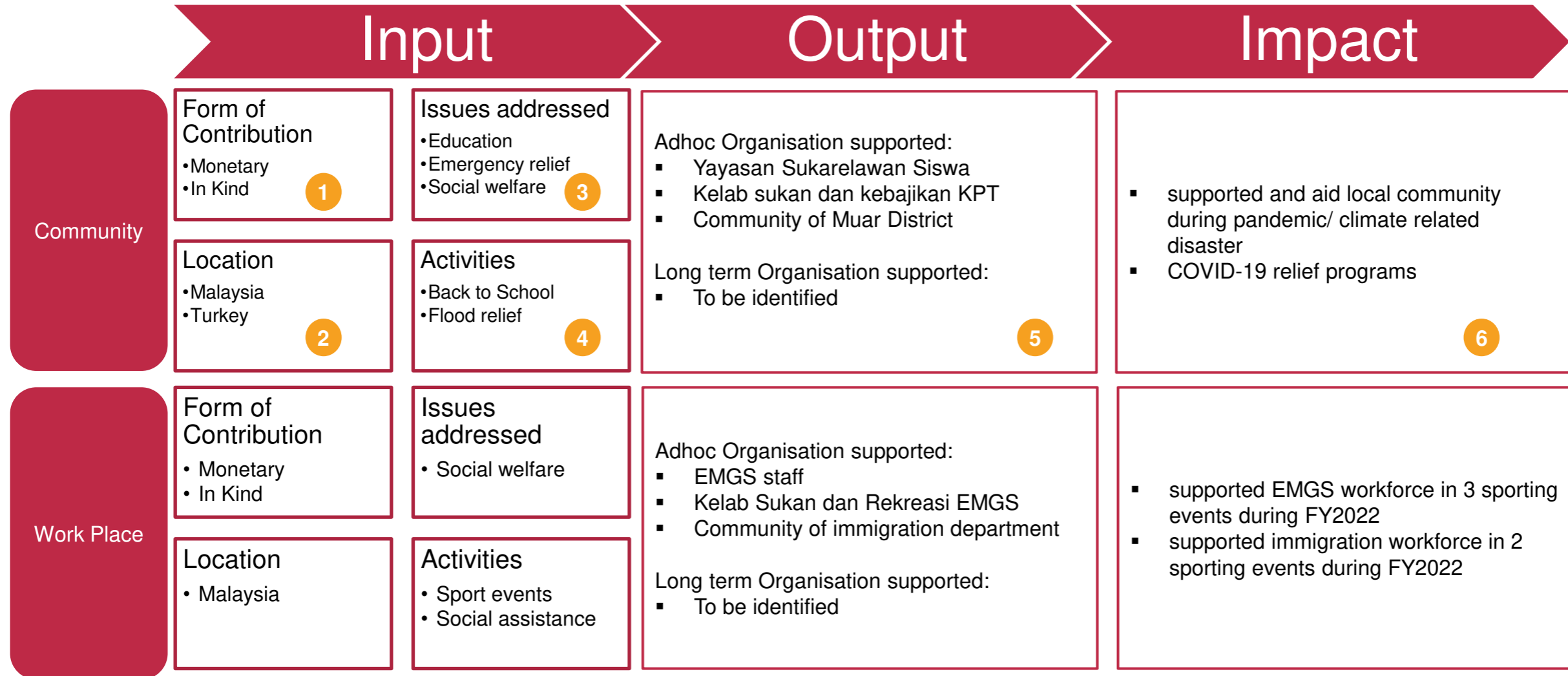


Performance structure (New)

To measure the effectiveness of our CSR initiatives, EMGS has established a performance structure that includes three key components:

- Input: We will document the resources, time, and efforts invested in each CSR initiative, including financial contributions, activities organised and other resources.
- Output: We will track the immediate outputs of our CSR initiatives, including organisation supported and projects completed,
- Impact: We will assess the impact and sustainability of our CSR initiatives, considering social, environmental, and economic dimensions. Impact assessments will be conducted at regular intervals, allowing us to understand how our initiatives have contributed to positive changes in our community and workplace

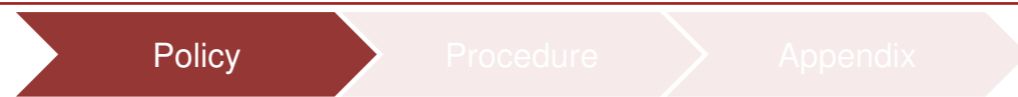
Performance structure



Management commentary:

The above diagram serve as guidance/illustration for request and reporting structure and is to be update on ongoing basis

indicator is used to reference performance structure and proposed report



Values and Governance

1. Corporate Governance and Management Transparency

Strengthen internal controls and strive for timely and appropriate information disclosure as part of efforts to fulfill the company's social responsibilities.

2. Corporate Ethics and Legal Compliance

Ensure to uphold a sense of responsibility, fairness and high ethical standards, and always act in accordance with the law to maintain the trust of society.

Criteria and Requirements

1. All CSR expenditures such as donations/aid and community sponsorship made on behalf of EMGS are given through legal and proper channels. Particular care must be taken in ensuring that the charities and sponsored organisations on the receiving end are legitimate bodies and are able to manage the fund responsibility.
2. All approved CSR expenditures such as donations/aid and sponsorships must be made transparently and recorded accurately.
3. CSR must not be linked to politicians, government officials or their families; as this could be seen as an act to influence official's decisions in gaining benefit for employees or directors of EMGS.
4. Donations to organisations with Tax Exemption Relief will be an advantage and remain priority.
5. All CSR initiatives by EMGS including but not limited to donation/aid and community sponsorship must be done within the prescribed EMGS's CSR guidelines.
6. As part of its commitment to adhere full transparency and integrity, EMGS shall endeavor a complete report on the CSR given within seven (7) working days.
7. As for the Limit of Authority (LOA), it will be as per follows :
 - i. Any CSR contribution and commitment below RM50,000.00 shall be approved by the CEO.
 - ii. Any CSR contribution and commitment between RM50,000.00 and RM100,000.00 shall be approved by the Chairman.
 - iii. Any CSR contribution and commitment above RM100,000.00 shall be approved by the Board of Directors.

Criteria and Requirements (Cont'd)

8. All requests for donation and community sponsorship by EMGS directors or through EMGS directors must be as per LOA stated in (7). EMGS' CEO must be notified as soon as possible of any proposal/request for sponsorship and/or donation.
9. The recipients are not allowed to source any donation/aid or contribution on behalf of EMGS. EMGS would not request or solicit nor receive any donations/aid or community sponsorship for its own use or third-party use. EMGS source of funding is limited to incomes received from international student visa/iKad application and application, government grants, and other sources approved by Malaysian Ministry of Higher Education in line with its functions.

Long-term and Ad hoc Initiatives (New)

1. To enhance our commitment to sustainable development and flexibility in addressing emerging societal needs, EMGS will engage in both long-term and ad-hoc CSR initiatives.
2. These initiatives will be aligned with our core themes and the objectives of government's national economic and social development policies (if applicable), as well as our overall business strategy.
3. Long-term initiatives will be planned and executed in a strategic manner, contributing to lasting change in the communities and the environment.
4. Ad-hoc initiatives will allow us to respond swiftly to urgent issues and evolving societal needs while remaining within the framework of our CSR policy.

Do not sponsor list (New)

1. EMGS maintains a "Do Not Sponsor" list, which includes organizations or events that do not align with our values, principles and/or business objectives. Sponsorship requests from entities on this list will not be considered.

Gatekeeper (New)

1. A dedicated Stakeholders Management Division, or CSR gatekeeper, will be responsible for managing and evaluating sponsorship requests. The CSR gatekeeper will:
 - Review all sponsorship proposals and assess their alignment with our CSR objectives.
 - Ensure that potential sponsors are not on the "Do Not Sponsor" list.
 - Collaborate with relevant internal departments to make informed decisions.
 - Maintain records of all sponsorships and their impacts.
 - Periodically report* to the senior management team and the board of directors regarding CSR activities.

Note*: For long term initiatives, report shall be updated annually to senior management and the board of directors.

PROCEDURES

Flowchart for donation/aid



Organisation to submit an official letter together with:

1. A copy of valid organization registration certificate
2. A copy of recent bank statement



EMGS will do its due diligence based on the letter and documents provided.

Upon completion, a memo will be prepared together with Template To Process New CSR Requests to be approved based on Limit of Authority (LOA).



Once approved, the CSR will be channeled to the organization.



The organization is required to send a report of the donation received not more than seven (7) working days after the CSR aid/program is completed (whichever applicable).

Flowchart for CSR program by EMGS



EMGS will submit a working paper together with Template To Process New CSR Requests for approval.
(Approval will be based on Limit of Authority)



Once approved, it will be submitted via e-Purchase and Requisition (ePR) for procurement and finance purposes.



After approval from Department of Procurement & Department of Finance, execution of the program can be done.



The Report of the CSR Program must be sent and endorsed by Chief Executive Officer (CEO).



APPENDIX

Appendix 1

Suggested template to process new CSR request

Applicant's Name	
Applicant's name	<Name of organisation making the request and name of person completing this application. Please note that individuals are not eligible for application>
Applicant's contact details	<Applicant's contact details>
Applicant's address	<Applicant's address>
Applicant's email	<Applicant's email>
Applicant's website	<Applicant's website>
Overview of Request	
Beneficiary	<Name and details of the beneficiary organisation or individuals or project>
5 Category of contribution	<input type="checkbox"/> Community <input type="checkbox"/> Workplace <input type="checkbox"/> Others (Please Specify): _____
3 Alignment with EMGS sub-themes	<Please describe how this contribution is aligned with the company's contributions policy, focusing on the alignment with the published themes e.g.promotion of Malaysia education, assistance and engagement with foreign students,Natural disaster reliefs, Skills training, Inter-agency support ,welfare assistance and others>
Timeline (if applicable)	<Please provide the estimated start and end dates of the contribution project (if applicable)> Company to state on the template the estimated time taken to process applications (e.g., within 4 weeks for requests <RM5K); large requests > RM100K will require approval of the Board of Director and are only processed once every three months
Duration of contribution Project	<input type="checkbox"/> Long-Term <input type="checkbox"/> Ad-Hoc
1 Nature of contribution required	<Please provide specific nature of contribution – e.g., cash, in-kind, HR, marketing or operational expertise and scope of contribution – e.g., RM value; number of HR required)> <Please provide full details of how the contribution will be utilised. Kindly include an itemised budget if the request is for cash>
Other funds source	<Please list other sources of contributions – e.g., other corporate organisations, Government bodies, foundations, etc.>

Appendix 1

Suggested template to process new CSR request (cont'd)

Benefits from Contribution

Publicity strategy

<Please describe the communication plan and how the contribution will promote the company's association with this contribution – e.g., the expected media coverage, the display of company logos on merchandise or billboard, potential audiences, etc.>

Benefits to the company

<Please state whether the contribution will help in the sales of the company's products and services>

Success measurements

<Please state the measures that will be used to determine whether the impact of the contribution has been met>

6

Other Information on Applicant

Summary of organisation

<Please describe how this contribution is aligned with the company's contributions policy, focusing on the alignment with the published core themes>

Organisation's tax charitable status

<Are you an approved charity or community projects for income tax purposes?>

Previous sponsorships received from EMGS

Yes No

If yes, please provide details:

Appendix 2

Suggested template report for post CSR events

Overview of Event	
Beneficiary 5	<Name and details of the beneficiary organisation or individuals or project>
Category of contribution	<input type="checkbox"/> Community <input type="checkbox"/> Workplace <input type="checkbox"/> Others (Please Specify): _____
Alignment with EMGS sub-themes 3	<Please describe how this contribution is aligned with the company's contributions policy, focusing on the alignment with the published themes e.g.promotion of Malaysia education, assistance and engagement with foreign students,Natural disaster reliefs, Skills training, Inter-agency support ,welfare assistance and others>
Activities 4	<Name and details of the activities held with regards to the contribution project>
Timeline (if applicable)	<Please provide the start and end dates of the contribution project>
Locations (if applicable) 2	<Please provide details of location where the contribution project were held (if applicable)>
Nature of contribution provided 1	<Please provide specific nature of contribution – e.g., cash, in-kind, HR, marketing or operational expertise and scope of contribution – e.g., RM value; number of HR required)>
Other funds source	<Please list other sources of contributions – e.g., other corporate organisations, Government bodies, foundations, etc.>

Appendix 2

Suggested template report for post CSR events (cont'd)

Benefits from Contribution

Publicity strategy	<Please describe marketing communications and how the contribution have promoted the company's association with this contribution – e.g., the media coverage, the display of EMGS logo on merchandise or billboard>
Benefits to the company	<Please state whether the contribution have helped in the sales of the company's products and services>
Success measurements	<Please state the measures that will be used to determine whether the social objective of the contribution has been met>
6 Receipt provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please request for a receipt and attach it to this report
Report provided by applicants?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach the report

Pictures



For illustration purposes

Approval

Prepared by:	Approved by:
Stakeholders management	CEO
Date:	Date:



THANK YOU