

**ORIGINAL**

TITLE

DOC. NO: SOP/CCD/01

ISSUE NO : 01

CORPORATE SOCIAL RESPONSIBILITY PROCEDURE

REV. DATE:  
22 OCTOBER 2018

REV. NO: 03

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## RESPONSIBILITY

## WORKFLOW

CSR Member

CSR Panel

CEO  
Chairman of CSR Panel  
Head of Company  
Head of Division  
Head of Country  
President of Sports ClubCSR Member  
GCCD  
Supporting Services Department

CSR Member

CSR Secretariat

CSR Panel

Chairman of CSR Panel

Head, GCCD  
Head, GFTD  
Head, GHCD

## Proposal of Annual Program &amp; Budget Commitment

1. Planned Activities
2. Unplanned Activities  
Ad Hoc Program (Budget Provision)  
Emergency (Budget Provision)

Marketplace   Workplace   Community   Environment

## Evaluation &amp; Recommendation

Review & evaluate programs in accordance  
with CSR terms of reference

## Endorsement &amp; Approval

Approve for Implementation

No

Yes

## Implementation

- Execute Program
- Distribute Evaluation Form

## Report Submission

- Prepare Post Mortem Report :
1. Statement of accounts:
    - Expenditure (actual vs budget)
    - Justification on major variance
  2. Effectiveness of activities implemented (findings of the Evaluation form)

## CSR Secretariat

CSR Panel Meeting

## Submission to CSR Panel

Summary of activity reports for notation

## Submission to Board

Activity Report  
(Quarterly basis : Apr/Jul/Oct/Mar)


## Integrated Report (Sustainability)

END

RIJALUDDIN SALLEH

Senior General Manager, Head  
Group Compliance & General Services Division

ORIGINAL

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## **ROLES & RESPONSIBILITY**

### **1.0 CHIEF EXECUTIVE OFFICER (CEO)**

Chief Executive Officer (CEO) is responsible to review, endorse and approve the planned activities submitted by CSR panel, for the year.

### **2.0 CHAIRMAN OF CSR PANEL**

The chair will be filled by a person in the executive director's post within the MTD Group of Companies. The Chairman will be responsible to steer the CSR Panel in moderating proposal and budget suggested for the year; and seeking final approval from CEO for implementation.

### **3.0 CORPORATE SOCIAL RESPONSIBILITY PANEL (CSR PANEL)**

The CSR panel should comprise of four (4) management representatives as follows:-

- i. Executive Director, Alloy Group
- ii. Head, Group Human Capital Department
- iii. Head, Group Corporate Communications Department
- iv. Head, Group Finance and Treasury Division


The responsibilities of CSR Panel are as follow:-

- i. To review and evaluate the proposed programs to be included into the annual CSR program.
- ii. CSR Panel will be responsible to seek approval of the CEO on the CSR plans.
- iii. To review the implementations of the CSR programs and act as the monitoring body to ensure the programs implemented comply with the policy.

### **4.0 CORPORATE SOCIAL RESPONSIBILITY MEMBER (CSR MEMBER)**

The CSR Member shall be the Heads of Country, Heads of Company, Heads of Division and President of Sports Club within the Group. A CSR Member will be responsible to ensure a budget commitment and ensuring a proper execution of its CSR programs.



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## 5.0 STAKEHOLDERS

The stakeholders are defined as anyone with an interest in the Group's business. It may refer to individuals, groups or organizations that are affected by the activity of the business in which we operate. The stakeholders can be categorised into 2 main groups as follows:-

### 5.1 INTERNAL STAKEHOLDERS

- i. Employees including union members

### 5.2 EXTERNAL STAKEHOLDERS

- i. Highway users
- ii. Community
- iii. Media
- iv. Shareholders
- v. Government agencies
- vi. Opinion leaders
- vii. General public


## 6.0 GROUP CORPORATE COMMUNICATIONS DEPARTMENT

Group Corporate Communications Department (GCCD) is the owner of the Corporate Social Responsibility (CSR) procedure.

## 7.0 SUPPORT SERVICES DEPARTMENT

Support services departments are department that provide essential support services to the Group and are instrumental in contributing to effectiveness of the overall CSR programs for example:-

- i. Group Finance & Treasury Department (GFTD) – To ensure budgetary in order (Timely payment)
- ii. Group Human Capital Division (GHCD) – Staff contribution and/or involvement in CSR programs (Approval & Recognition)
- iii. Group Administration Department (GAD) – Logistics and internal activities concerning employees and enhancement of workplace

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## 8.0 CSR SECRETARIAT

The members are selected from Group Corporate Communications Department (GCCD) and Group Human Capital Division (GHCD).

The role of the CSR Secretariat are as follow:-

- i. Responsible for correspondences such as minutes of meeting
- ii. Ensuring records in place for CSR activity
- iii. Prepare an activity report for onward submission to CSR Panel and board members, for notation.



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## **WORK FLOW**

### **1.0 FORMULATION AND PROPOSAL OF ANNUAL PROGRAMS**

- 1.1 The CSR Member will propose to the CSR Panel, its calendar year of activities and budget for implementation based on the four (4) main areas of CSR pillars:-

#### **Community**

To focus on enriching lives of the Community we serve. This would mean developing and organizing communications programs and initiatives for our industry stakeholders through various community service projects, donations, managing business partners and media relations.

#### **Workplace**

To focus on developing a competitive human capital management by providing them with the necessary resources and a conducive work environment and to support and encourage employees' engagement programs in enhancing their skills and strengthening the spirit of teamwork.

#### **Marketplace**


To focus on building a strong brand name by adopting ISO certifications standards and risk management policy that manage the Group's reputation in the industry. Periodical meetings with employees and providing industry updates to various stakeholders that help to mitigate or minimize risks thereby increasing trust in our brand name.

#### **Environment**

To focus on integrating environmental knowledge into practices in our daily conduct of business.

- 1.2 The budget (*Appendix 1*) should provide 2 types of allocations which are as follows :-
- Planned Activities
  - Unplanned Activities:-
    - Ad Hoc Program: Under Top Management's instruction
    - Emergency: Provision to cater to a state of emergency in the country of operations such as natural disaster/calamity.

The unplanned fund, if not utilized for the year, should be returned to the Company.

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## 2.0 EVALUATION & RECOMMENDATION

- 2.1 A CSR Member is responsible to agree/approve his program before submitting to CSR Panel for approval.
- 2.2 CSR Panel headed by the Chairman will review and evaluate the proposed activities for the particular calendar year, its budget provisions and if satisfied with the proposal, will make the necessary recommendation to the CEO.

## 3.0 ENDORSEMENT & APPROVALS


- 3.1 Upon recommendation by the Chairman of CSR Panel, CEO will endorse and approve the proposal to be adopted and implemented by the CSR Member.
- 3.2 Rejected proposals will be returned to CSR Member with enquiries, if any, for improvement.

## 4.0 IMPLEMENTATION

- 4.1 At this stage, CSR Member will carry out the programs accordingly.
- 4.2 GCCD plays an advisory role to CSR Member and to a certain extent facilitate in the execution of the programs involving the mass media and society.
- 4.3 The respective Support Services Department will provide the necessary support services to facilitate the smooth running of the said programs.
- 4.4 Constant communication between the parties involved is crucial so as to ensure that the CSR programs are effectively implemented.
- 4.5 Evaluation form (*Appendix 2a - Workshop/Appendix 2b - Event/ Appendix 2c - Exhibition*) will be distributed by CSR Member to participants/guests towards the end of any CSR programs. The evaluation form serves as the mechanism to evaluate success of a program and help plan future CSR programs.
- 4.6 Activities undertaken by the Heads of Country will be organized by the management of the origin country itself.

## 5.0 REPORT SUBMISSION

- 5.1 Post Mortem  
Upon completion of each program, CSR member will produce a Post Mortem Report (*Appendix 3*) on the activities undertaken for information/acknowledgement to CSR Panel within two weeks from event date. The report should include; among others:-
  - Statement of accounts (*Appendix 4*)
    - i. Expenditure (actual vs budget)
    - ii. Justification on major variance
  - Effectiveness of activities implemented by findings of the Evaluation form. (*Appendix 5*)

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5.2 The CSR Secretariat must ensure that all activity reports from the CSR members are collected and submitted to CSR Panel for notation and comments.

5.3 Activity Report  
CSR Panel will send an Activity Report (*Appendix 6*) to Board members for information; on quarterly basis.

## 6.0 INTEGRATED REPORT

6.1 CSR activities will be consolidated for disclosure in the Annual Report of the Company as part of the Integrated Report.



## PROPOSED CSR ACTIVITIES

COMPANY / DEPT :

NO	CATEGORY	DESCRIPTION	RATIONALE	PROPOSED CALCULATION	PREVIOUS BUDGET (RM)	ACTUAL (RM)	PROPOSED BUDGET (RM)	TO BE UNDERTAKEN BY COMPANY *	REMARKS
1	COMMUNITY								
2									
3									
SUB TOTAL FOR COMMUNITY					0	0	0		
4	ENVIRONMENT								
5									
6									
SUB TOTAL FOR ENVIRONMENT					0	0	0		
7	MARKETPLACE								
8									
9									
SUB TOTAL FOR MARKETPLACE					0	0	0		
10	WORKPLACE								
11									
12									
SUB TOTAL FOR WORKPLACE					0	0	0		
GRAND TOTAL					0	0	0		

\* Applicable for HCD &amp; GCCD only to identify the company to undertake the program

Prepared by

Agreed by

Approved by

\_\_\_\_\_  
 (Name)  
 (Designation)  
 (Date)

\_\_\_\_\_  
 (Name)  
 (Designation)  
 (Date)

\_\_\_\_\_  
 (Name)  
 (Designation)  
 (Date)





## EVALUATION FORM - WORKSHOP

This questionnaire is intended to assess the effectiveness of the workshop that you have attended. Kindly complete the evaluation form and submit to the Corporate Communications Department within 3 days after the workshop.

Name : \_\_\_\_\_ Company/Dept. : \_\_\_\_\_  
 From : \_\_\_\_\_ Date of Event : \_\_\_\_\_  
 Session (am/pm) : \_\_\_\_\_

**Evaluation Reference:** - (5) Excellent (4) Good (3) Fair (2) Poor (1) Very Poor

**Workshop Content / Pengisian Bengkel**

Please circle your feedback

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Achievement of workshop objectives. <i>Objektif bengkel tercapai.</i>                      | 5 | 4 | 3 | 2 | 1 |
| 2. Organization of topics. <i>Susunan topik.</i>  | 5 | 4 | 3 | 2 | 1 |
| 3. Scope of coverage. <i>Skop liputan.</i>  | 5 | 4 | 3 | 2 | 1 |
| 4. Relevance of content to department function. <i>Pengisian berhubungkait dengan jabatan</i> | 5 | 4 | 3 | 2 | 1 |
| 5. Understanding of the overall presentation. <i>Kefahaman kpd keseluruhan persembahan</i>    | 5 | 4 | 3 | 2 | 1 |
- Comments (if any) \_\_\_\_\_

**Presentation Assessment / Penilaian Persembahan**

Please circle your feedback

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Elaboration of subject. <i>Ulasan subjek.</i>                                    | 5 | 4 | 3 | 2 | 1 |
| 2. Presentation skills & knowledge. <i>Kemahiran penyampaian &amp; pengetahuan.</i> | 5 | 4 | 3 | 2 | 1 |
| 3. Interaction with participant. <i>Interaksi dengan peserta.</i>                   | 5 | 4 | 3 | 2 | 1 |
| 4. Adequacy of time to cover topic. <i>Masa yang mencukupi untuk topik.</i>         | 5 | 4 | 3 | 2 | 1 |
| 5. Sufficient sample of references. <i>Contoh rujukan yang mencukupi.</i>           | 5 | 4 | 3 | 2 | 1 |
- Comments (if any) \_\_\_\_\_
- Komen (sekiranya ada) \_\_\_\_\_

**Overall assessment / Penilaian Keseluruhan**

Please circle your feedback

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Suitability of venue. <i>Kesesuaian tempat.</i>                        | 5 | 4 | 3 | 2 | 1 |
| 2. Seating arrangement. <i>Susunatur kedudukan.</i>                       | 5 | 4 | 3 | 2 | 1 |
| 3. Refreshments. <i>Makanan &amp; minuman.</i>                            | 5 | 4 | 3 | 2 | 1 |
| 4. Use of presentation tools. <i>Penggunaan alat persembahan</i>          | 5 | 4 | 3 | 2 | 1 |
| 5. Suitability of participants' number. <i>Kesesuaian jumlah peserta.</i> | 5 | 4 | 3 | 2 | 1 |
- Comments (if any) \_\_\_\_\_
- Komen (sekiranya ada) \_\_\_\_\_

**Perceived Impact / Keberkesanan Kursus**

Please circle your feedback

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Increase of awareness on CSR after attending the workshop<br><i>Peningkatan kesedaran tentang CSR selepas menghadiri bengkel.</i> | 5 | 4 | 3 | 2 | 1 |
| 2. Knowledge on CSR is applicable to job function.<br><i>Pengetahuan tentang CSR boleh diaplikasikan dalam tugas.</i>                | 5 | 4 | 3 | 2 | 1 |
- Comments (if any) \_\_\_\_\_
- Komen (sekiranya ada) \_\_\_\_\_

**Evaluated by**

(Participant)

Name : \_\_\_\_\_  
 Date : \_\_\_\_\_



## EVALUATION FORM - EVENT

*This questionnaire is intended to assess the effectiveness of the workshop that you have attended. Kindly complete the evaluation form and submit to the Corporate Communications Department within 3 days after the workshop.*

Name : \_\_\_\_\_ Company/Dept. : \_\_\_\_\_  
 From : \_\_\_\_\_ Date of Event : \_\_\_\_\_

**Evaluation Reference:** - (5) Excellent (4) Good (3) Fair (2) Poor (1) Very Poor

**Event**

Please circle your feedback

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Overall, my satisfaction with this event was                  | 5 | 4 | 3 | 2 | 1 |
| 2. The relevant of the event for my current work as              | 5 | 4 | 3 | 2 | 1 |
| 3. The benefits of meeting colleagues/exchanging information was | 5 | 4 | 3 | 2 | 1 |

Comments (if any) \_\_\_\_\_  
 \_\_\_\_\_

**Material**

Please circle your feedback

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. The usefulness of the background material was | 5 | 4 | 3 | 2 | 1 |
| 2. The usefulness of the event handouts was      | 5 | 4 | 3 | 2 | 1 |

Comments (if any) \_\_\_\_\_  
 \_\_\_\_\_

**Event Delivery**

Please circle your feedback

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Overall, the quality of discussion or/and dialogue for this event was  | 5 | 4 | 3 | 2 | 1 |
| 2. The opportunities for participants to interact (have question answered, share concerns and experiences, etc) during the event were | 5 | 4 | 3 | 2 | 1 |
| 3. Emcee / speakers presentation was  | 5 | 4 | 3 | 2 | 1 |

Comments (if any) \_\_\_\_\_  
 \_\_\_\_\_

**Event Administration**

Please circle your feedback

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Overall, my satisfaction with the event coordination was     | 5 | 4 | 3 | 2 | 1 |
| 2. Did you received event information in sufficient time before | 5 | 4 | 3 | 2 | 1 |
| 3. The usefulness of information received was                   | 5 | 4 | 3 | 2 | 1 |

Comments (if any) \_\_\_\_\_  
 \_\_\_\_\_

**Event Facilities**

Please circle your feedback

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. The quality of the facilities (rooms, furniture, communication aids, photocopying, etc) provide at the event was | 5 | 4 | 3 | 2 | 1 |
| 2. The quality of the administration (staff responsive, etc) at the event was                                       | 5 | 4 | 3 | 2 | 1 |

Comments (if any) \_\_\_\_\_  
 \_\_\_\_\_

**Evaluated by**

(Participant)

Name : \_\_\_\_\_  
 Date : \_\_\_\_\_



## EVALUATION FORM - EXHIBITION

*This questionnaire is intended to assess the effectiveness of the workshop that you have attended. Kindly complete the evaluation form and submit to the Corporate Communications Department within 3 days after the workshop.*

Name : \_\_\_\_\_ Company/Dept. : \_\_\_\_\_  
 From : \_\_\_\_\_ Date of Event : \_\_\_\_\_

**Evaluation Reference:** - (5) Excellent (4) Good (3) Fair (2) Poor (1) Very Poor

**Presentation**

Please circle your feedback

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. How well did our trade show meet your business' requirement and prospect?  | 5 | 4 | 3 | 2 | 1 |
| 2. Practicality of promotional material                                       | 5 | 4 | 3 | 2 | 1 |
| 3. Did the products and/or services display the right offerings to audiences? | 5 | 4 | 3 | 2 | 1 |
| 4. How well did the in-booth presentation/promotion resonate with attendees?  | 5 | 4 | 3 | 2 | 1 |
| 5. Understanding of the overall content of presentation?                      | 5 | 4 | 3 | 2 | 1 |

Comments (if any) \_\_\_\_\_

**Execution**

Please circle your feedback

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. How engaging was the exhibition to the trade show attendees? | 5 | 4 | 3 | 2 | 1 |
| 2. Ratio of booth staff to attendees?                           | 5 | 4 | 3 | 2 | 1 |
| 3. How adequate was the booth location?                         | 5 | 4 | 3 | 2 | 1 |
| 4. How well was the exhibit showcase?                           | 5 | 4 | 3 | 2 | 1 |

Comments (if any) \_\_\_\_\_

**Design**

Please circle your feedback

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Effectiveness of exhibition's overall design and appearance?                     | 5 | 4 | 3 | 2 | 1 |
| 2. How functional was the booth layout?   | 5 | 4 | 3 | 2 | 1 |
| 3. How comfortable was the exhibition space to visitors?                            | 5 | 4 | 3 | 2 | 1 |
| 4. How well suited was the booth for the space allotted?                            | 5 | 4 | 3 | 2 | 1 |
| 5. How conducive was the booth to engaging customers and prospects in conversation? | 5 | 4 | 3 | 2 | 1 |

Comments (if any) \_\_\_\_\_

**Evaluated by** \_\_\_\_\_

(Participant)

Name : \_\_\_\_\_

Date : \_\_\_\_\_





## POST-MORTEM REPORT

Company/Division :

Program :

Date :

Time :

Venue / Location :

Guest :

### Program Overview

### Summary of Program

PARTICULAR	ISSUES/ ACHIEVEMENT	RECOMMENDATION
<b>PROPOSAL / MANAGEMENT PAPER</b>	<u>Issues:</u> <u>Achievement:</u>	
<b>EVENT COORDINATION</b>	<b>PRE-EVENT</b> <u>Issues:</u> <u>Achievement:</u>	
	<b>ACTUAL-EVENT</b> <u>Issue:</u> <u>Achievement:</u>	
	<b>POST-EVENT</b> <u>Issues:</u> <u>Achievement:</u>	

PARTICULAR	ISSUES/ ACHIEVEMENT	RECOMMENDATION
F & B	<u>Issues:</u> <u>Achievement:</u>	
MEDIA COVERAGE	<u>Issues:</u> <u>Achievement:</u>	
STATEMENT OF ACCOUNTS	<u>Issues:</u> <u>Achievement:</u> (Refer attachment X)	
ANALYSIS OF EFFECTIVENESS  -Evaluation/ Findings	<u>Issues:</u> <u>Achievement:</u> (Refer attachment X)	
ATTENDANCE	<u>Issues:</u> <u>Achievement:</u>	

### Conclusion

Prepared by,

\_\_\_\_\_  
(Name)  
(Designation)

Concurred by,

\_\_\_\_\_  
(Name)  
(Designation)

Approved by,

\_\_\_\_\_  
(Name)  
(HOD/HOC)

## STATEMENT OF ACCOUNTS

Appendix 4

Event :

Venue :

Date :

No	Description	Quantity	Cost per quantity inc % SST (RM)	Budget Approved as per Mgmt Paper Total (RM)	Actual cost (RM)	Variance (+/-)	Attachment
A.							
			0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	
	<i>Sub total A</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	
B.							
			0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	
	<i>Sub total B</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	
C.							
			0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	
	<i>Sub total C</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	
D.							
			0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	
	<i>Sub total D</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	
	<i>Grand total A+B+C+D</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	

Prepared by

Concurred by

(Name)

(Designation)

(Date)

(Name)

(Designation)

(Date)



**ANIH BERHAD & MTD GROUP CSR PROGRAM : 'BERKONGSI BARAKAH'  
IFTAR FOOD PACK GIVEAWAY TO ROAD USERS ON 11 JUNE 2018, AT RSA GENTING  
SEMPAH (EAST/WEST BOUND), BENTONG PAHANG.**

**ANALYSIS OF EFFECTIVENESS**

**Findings**

At the end of the program, 15 evaluation forms have been given to the selected highway patrol team members, food stall workers as well as road users. This is to measure the success of the program.

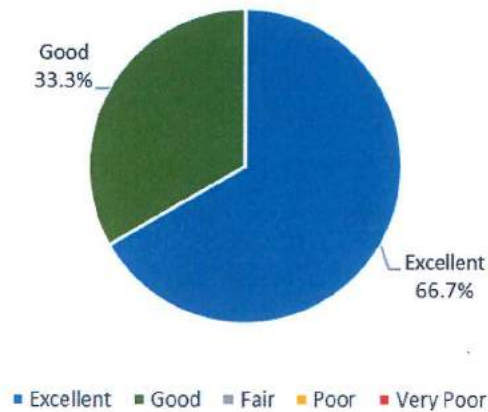
The evaluation form covers 5 major scopes:

- a) *Program*
- b) *Event handout*
- c) *Event Delivery*
- d) *Event Management*
- e) *Event facilities*

The evaluation form will be a benchmark for the CSR Panel to evaluate effectiveness of the program and to serve as a guide for CSR Members in implementing further CSR programs.

## Program

In Program section, 66.7% of respondents gave rating excellent for the event. The section covers "Overall satisfaction", "The relevance to the event for current work", and "The benefits of meeting colleagues/exchanging information".



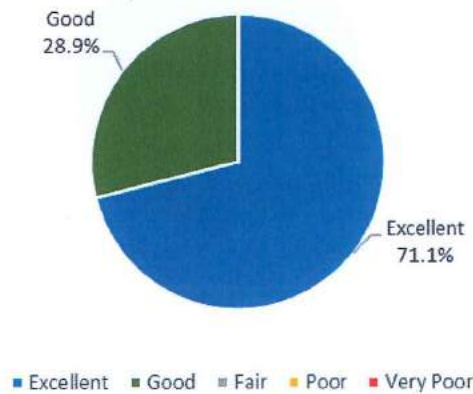
## b) Event handout

Total 10 of 15 respondent equivalent 66.7% gave rating excellent for Material section. During the program, the organiser has distributed a Time Table Advisory (TTA) to the road users. In fact, road users able to plan their journey during the Hari Raya Aidilfitri festive. The Material covers "The usefulness of the background material" and "The usefulness of the event handouts".



### c) Event Delivery

In Event Delivery section, the program received excellent rating with 71.1% and good with 28.9% with the opportunities to interact with other participants during the program. The section covers "Overall the quality of discussion or/and dialogue", "The opportunities for participants to interact (have question answered, share concerns and experiences, etc) during the event", and "Emcee and speakers presentation".



### d) Event Administration

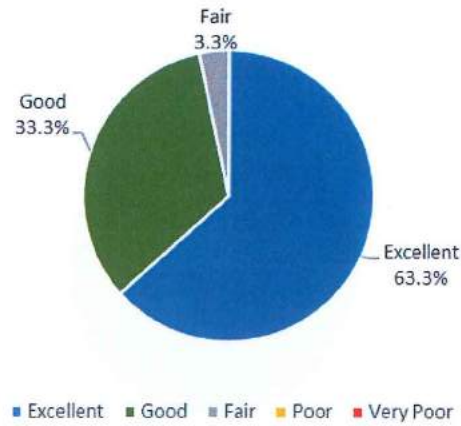
In the section, 75.6% given rating excellent and 24.4% for good ratings. The Event Administration covers *Overall satisfaction with the event coordination*, *Did received event information in sufficient time before*, and *The usefulness of information received*.





### e) Event Facilities

On Event Facilities, 63.3% respondent gave rating good. This covers for "The quality of the facilities (room, furniture, communication aids, photocopying, etc) provide at the event" and "The quality of the administration (staff responsive, etc) at the event."



### Conclusion

Overall, the program had successfully managed based on the finding of the respondents' evaluation, which is 69.2% for excellent rating.



**ACTIVITY REPORT ON THE CORPORATE SOCIAL RESPONSIBILITY (CSR) INITIATIVES  
UNDERTAKEN BY THE GROUP FOR JANUARY TO MARCH 2018**

**INTRODUCTION**

For the period from 1 January to 31 March 2018, there were 6 CSR initiatives undertaken by the Group, comprising 1 initiative under Community pillar, 1 under Marketplace and 4 under Workplace pillar; as follows:-

**Community**

**1. Chinese New Year Celebration – AlloyMtd Group & ANIH Berhad**

In conjunction with the Chinese New Year 2018 celebration, ANIH Berhad and AlloyMtd Group had organised community programs at the Bentong Hospital, Pahang.

The programs were divided into 2 segments i.e. Highway Safety Talk and Hospital Visit with YB Dato' Sri Liow Tiong Lai aimed to build a close working relationship between ANIH Berhad and AlloyMtd Group with the management of Bentong Hospital.

Bentong Hospital is one of the Group's stakeholders and its members commute on the highway daily. Details of the programs are as follows:

***a. Highway Safety Talk with Bentong Hospital's Personnel***

A knowledge-sharing session was held on 8 February 2018 at Dewan Asrama, Bentong Hospital aimed to raise awareness among the hospital staffs on highway safety especially during the Chinese New Year festive season. About 40 hospital personnel, led by Hajah Dr. Hasnita Binti Hassan, Traumatology Specialist, attended the safety presentation by Encik Ainul Hasri Shah Abu Hassan and Encik Mohd Kamal Abdul Khalid, from ANIH Berhad and AlloyMtd Group respectively. At the end of the presentation, a Q&A session was held to discuss, exchange views and address issues related to highway safety aspects.

***b. Hospital Visit with YB Dato' Sri Liow Tiong Lai***

The program was held on 10 February 2018. The program was graced by YB Dato' Sri Tiong Lai and hosted by Puan Nik Firdaus Tan Sri Nik Hussain as a Group CSR Head cum Executive Director and Puan Radzimah Mohd Radzi, Executive Vice President (EVP) ANIH Berhad. About 150 guests were present comprising Head of Companies and management of AlloyMtd Group and ANIH Berhad as well from Bentong Parliament MCA and community leaders.

A total of RM30,974.83 was spent againsts the approved budget of RM42,150.

## **Marketplace**

### **1. 6<sup>th</sup> Edition of EcoBuild South East Asia Exhibition (EcoBuild) 2018 by ACP-DMT Sdn Bhd and Associated Concrete Products (Malaysia) Sdn Bhd**

ACP-DMT Sdn Bhd and ACPM participated in the 6th Edition of Ecobuild South East Asia 2018 Exhibition (EcoBuild) at Kuala Lumpur Convention Centre (KLCC) and the CIDB IBS Centre, from 27 – 29 March 2018.

The exhibition was organised by United Business Media (M) Sdn Bhd (UMB) Malaysia, hosted by the Construction Industry Development Board (CIDB) Malaysia and held in conjunction with the International Construction Week (ICW) 2018, co-located with Greenbuild Asia, Ecolight Asean, Construction Showcase, Malaysia IBS International Exhibition (MIIE) Construction Career Fair and Asean Heavy Machinery & Equipment Show.

A total of RM31,756.66 (RM16,071.66 from ACPDMT and RM15,685.00 from ACPM) was spent against the approved expenditure of RM36,956.60 (RM19,091.60 from ACPDMT and RM17,865.00 from ACPM).

## **Workplace**

The Employee Relations and Special Projects Unit in collaboration with KelabKITA have been organizing and participating in various employee activities to encourage team spirit among staff and create a harmonized working environment. Details of the activities are as follows:

### **1. 21 Days Fat Loss Challenge**

Upon completion of the 21-day challenge in December 2017, the Club had organized a special event on 5 January 2018 to announce the winners for both men and women categories. The session was the avenue for the winner to share their tips and experience during the challenge. The Club had prepared five (5) main prizes for both categories. The prizes were presented by the Club's Secretary and Treasurer on behalf of the Club's President. The winners of the Fat Loss Challenge are as follows:

#### **Men Category**

<b>Prize</b>	<b>Name</b>	<b>Department</b>	<b>Fat Loss</b>
1 <sup>st</sup> prize	Zainullah Awang	Human Capital	1.9 %
2 <sup>nd</sup> prize	Mohd Shalem Mohd Zin	Finance & Treasury	1.4 %
3 <sup>rd</sup> prize	Ramli Mamat	Construction	1.0 %
4 <sup>th</sup> prize	Mohd Azrul Hisham Ishak	Toll Management	0.9 %
5 <sup>th</sup> prize	Mohd Haryazi Abdillah	Terratech Consultant	0.7 %



**Women Category**

Prize	Name	Department	Fat Loss
1 <sup>st</sup> prize	Siti Zubaidah Husin	Terratech Consultants	3.0 %
2 <sup>nd</sup> prize	Fadzilah Ahmad	Terratech Consultants	1.4 %
3 <sup>rd</sup> prize	Siti Nur Misbah Mohd Fozay	Toll Management	1.1 %
4 <sup>th</sup> prize	Nor Shazalina Sabudin	Finance & Treasury	1.0 %
5 <sup>th</sup> prize	Tan Wee Mee	IT & Technical Support	0.9 %

A total of RM1,078 was spent against the approved budget of RM2,000.

**2. Antarctica Charity Run**

70 club members participated in the Antarctica Charity Run 2018 which was held on 5 January 2018, organized by All Women's Expedition to Antarctica 2018; a non-governmental organization which is currently recruiting Malaysian women for the expedition to Antarctica.

Our participants showed their commitment by gathering at Karangkrak Complex, Shah Alam as early as 6.30 am and successfully finished the run in groups at around 8.30 am. Those who participated in the competitive run demonstrated their enduring spirit by finishing the run in good position. The highlight of the event was a group photo at the finishing line with the Club's President and other main committee members. All members expressed their satisfaction and suggested that the club identify other charity runs in the future.

A total of RM2,450 was spent against the approved budget of RM3,500.

**3. Motivational / Spiritual Talks**

From January to March 2018, 3 motivational talks were held by Club which details are as follows:

Date	Time	Venue	Topic
10 January 2018	12.00pm - 1.00pm	Function Hall	Market Trend
14 January 2018			Valentine's Day from Islamic View
7 March 2018			Anti-Corruption

The talk was attended by more than 100 members who later expressed their satisfaction on the topic covered by the speaker and they look forward to the upcoming event.

A total of RM1,500 was spent, which was per the approved budget.

#### 4. Zumba Class

As part of promoting healthy lifestyle among members, the club has organized a special Zumba class exclusively for female staff from the Head Office. The details are mentioned as follows:

Date	Time	Venue	Topic
6 & 20 February 2018	6.00pm – 7.00pm	Open Area, Level 3	Average 30 members

Based on the feedback gathered, the Zumba class will be held every Tuesday at 6.00 pm until the end of the financial year.

A total of RM260 was spent against the approved budget of RM360.