

THIS POLICY APPLIES TO:

- MST Golf Group Berhad
(Registration No.: 199301009307 (264044-M))
- MST Golf Sdn Bhd
(Registration No.: 198901011987 (189294-P))
- MST Golf Management Sdn Bhd
(Registration No.: 200101013452 (549209-A))
- MST Golf Arena Sdn Bhd
(Registration No.: 199801015399 (471528-D))
- MST Golf (Singapore) Pte Ltd
(Registration No.: 200002124N)

ADOPTION & REVISION HISTORY:

Rev.	Effective Date	Description	Approved by
0	1 Feb 2023	Formal Adoption	Executive Directors

(SEE NEXT PAGE FOR POLICY)

Equal Opportunity Policy

1. OBJECTIVE

- 1.1. This Equal Opportunity Policy ("Policy") aims to set out MST Golf Group Berhad's ("Company") and its subsidiaries' (as listed in the first page of this Policy) (collectively including the Company, "Group") position on equal opportunity in all aspects of its employment including recruitment, training and promotion.
- 1.2. The objectives of this Policy are to:
 - 1.2.1. Ensure that no job applicant or employee receives less than favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the Group and themselves.
 - 1.2.2. Ensure that the Group has access to the widest labour market and secures the best employees for its needs.
 - 1.2.3. Achieve an ability-based workforce.

2. POLICY STATEMENTS

- 2.1. The Group supports the principle of meritocracy, fairness and non-discrimination, and aims to treat individuals with dignity and respect, free from unlawful and unethical discrimination. In particular, it aims not to discriminate on gender, race or ethnic origin, disability, sexual orientation, age, or faith; but to build a global and able workforce that is based on meritocracy.
- 2.2. In the conduct of its business, the Group endeavours to:
 - 2.2.1. Comply with all legislations dealing with discrimination and promotion of equality, and other applicable requirements to which the Group subscribes;
 - 2.2.2. Establish and maintain a working environment, terms and conditions of employment, practices and procedures which ensure all existing and prospective employees are treated equally and fairly;
 - 2.2.3. Ensure mechanisms are in place for responding to complaints of discrimination from employees.
 - 2.2.4. Periodically review the Policy to ensure that it remains relevant and applicable.
- 2.3. The Group's Human Resource Department ("HR Dept") is responsible for the effective enforcement of this Policy.

3. POLICY MECHANISM

- 3.1. Vacancy Advertising
 - 3.1.1. Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their suitability for the post.

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3.1.2. The recruitment content will not imply a preference for a certain demographic, unless there is a genuine occupational qualification which limits the post to the particular demographic, in which case it will be clearly stated.

3.1.3. Career opportunities are usually published on media that will reach most demographics such as newspapers, the corporate website, posted with job centres and recruitment agencies. Wherever applicable, vacancies will be also notified to academic institutions, minority groups, as well as to minority press/media and organisations.

3.2. Recruitment and Selection

3.2.1. All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

3.2.2. All selection will be thorough, conducted against defined criteria and will deal only with the applicant's merits and suitability for the job.

3.2.3. Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should understand and adhere to the Policy.

3.2.4. Reasons for selection and rejection of applicants for posts must be recorded.

3.3. Training, Career Development and Conditions of Service

3.3.1. All employees will be considered solely on their merits for training and career development with equal opportunities for all.

3.3.2. All employees will be encouraged to discuss their career prospects and training needs with their immediate superior or the HR Dept.

3.3.3. Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or under-represented groups.

3.4. Personnel Records

3.4.1. In order to ensure the effective implementation of the Policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins and physical ability.

3.4.2. Where necessary, employees will be able to check and/or correct their own record of these details. Otherwise, access to this information will be strictly restricted.

3.4.3. Such records will be analysed periodically for appropriate follow-up action to be taken.

4. EFFECTIVENESS

- 4.1.1. The cooperation of all employees is essential for the success of this Policy. However, ultimate responsibility for achieving the Policy's objectives, and for ensuring compliance with the relevant act lies with every director and employee of the Group. Behaviour or actions that breach the spirit and/or the laws on which this Policy is based will be considered for disciplinary actions.

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