

1. INTRODUCTION

This policy is intended to address Systech Bhd. (the “**Company**”) and all its subsidiaries (the “**Group**”).

Succession planning is a process designed to ensure that the Group identifies and develops a talent pool of employees through mentoring, training and job rotation to replace key business leaders within the Group as those key business leaders leave their positions.

2. OBJECTIVES

- a) To ensure the Group is prepared with a plan to support operation and service continuity when the Group Chief Executive Officer (“**GCEO**”), Managing Director (“**MD**”), Senior Management or key business leader leave their positions;
- b) To continue supply of qualified, motivated employees who are prepared for higher roles and responsibilities;
- c) To align between the Group’s vision and human resources function that demonstrates an understanding of the requirements to have appropriate employees to achieve strategic plans;
- d) To develop career paths for employees which will facilitate the Group’s ability to recruit and retain top-performing or highly talented employees;
- e) To create an external reputation as an employer which invests in its people, provides opportunities and support for advancement;
- f) To deliver a message to the Group’s employees that they are valuable; and
- g) To develop reliable assessment procedures and ensure that these procedures are applied systematically across the Group.

3. ROLES AND RESPONSIBILITIES

- a) Both the Board of Directors (the “**Board**”) and the GCEO/MD have pivotal roles to play in succession planning;
- b) The Board is responsible for succession planning for the GCEO/MD position. The Board should hire or internally promote the new GCEO/MD, when the existing GCEO/MD leaves, and ensure the new GCEO/MD has the required skills to implement the Group’s mission and vision;
- c) The Board should have prepared themselves with an interim solution when GCEO/MD leaves; and
- d) The GCEO/MD is responsible for ensuring a succession plan is in place for other key positions in the Group with the assistance from the Senior Management team and implicated employees.

4. DEVELOPMENT AND SUCCESSION PLANNING PROCESS

A primary responsibility of the Board is planning for GCEO/MD succession and overseeing the identification and development of executive talent.

- a) The Board, with the assistance of the Nomination Committee and working with the GCEO/MD and Human Resources Department, oversees executive officer development and corporate succession plans for the GCEO/MD and other executive officers to provide for continuity in Senior Management.
- b) The Board works with the GCEO/MD to plan for GCEO/MD succession. The succession plan covers identification of internal candidates, development plans for internal candidates, and appropriate identification of external candidates.
- c) The Board annually reviews the GCEO/MD succession plan. The criteria used to assess potential GCEO/MD candidates are formulated based on the Company’s business strategies, and include strategic vision, leadership, and operational execution.

- d) The Board maintains an emergency succession contingency plan should an unforeseen event such as death or disability occurs that prevents the GCEO/MD from continuing to serve. The plan identifies the individuals who would act in an emergency and their responsibilities. The contingency plan is reviewed by the Board annually and revised as appropriate.
- e) The Board may review development and succession planning more frequently as it deems necessary.

5. KEY SUCCESS FACTORS

- a) The Board, the GCEO/MD and Senior Management support for the succession planning process. This will give all employees an understanding and emphasis on the importance of succession planning to the Company;
- b) Succession is linked to the Group's strategic planning and future investment;
- c) Adequate time should be provided to the selected employees for development and mentoring; and
- d) Reviewing and updating the succession plan regularly to ensure the Group reassessed the hiring needs and the development progress of the selected candidates.

6. PERIODIC REVIEW

- a) This policy should be reviewed annually and may be amended by the Board as it deems appropriate.

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