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POLICY ON SUSTAINABILITY (UCSI GROUP)

Document Control

Version:	Date:	Approved By:	Next Review Date:	Remark:
00	11 May 2020	Mr. Leong Sat Sing	10 May 2021	Ref.: UCSI/POLICY/SDG/001

Responsibility

Policy Owner:	UCSI GROUP - SDG SECRETARIAT OFFICE
Managed by:	GLOBAL RANKINGS AND INTERNAL AUDIT OFFICE

INTRODUCTION

This POLICY is developed to support the implementation of UCSI Group's strategic objective, while taking into account the ORGANIZATION's corporate governance and social responsibility, environmental care, and ORGANIZATION's requirement for economic efficiency, and its aim to be a leading ORGANIZATION in sustainability practices and in supporting UN Global Goals 2030.

Purpose

The purpose of this POLICY is to systemize ORGANIZATION's approaches to sustainability. The POLICY should help to regulate, collaborate activities and foster partnerships related to sustainability in all UCSI Group's subsidiaries, departments and relevant entities (APPENDIX 1).

Tasks

The tasks of this POLICY are:

- To establish general principles that provide the basis for establishing goals, objectives and practices in the sphere of sustainability, as well as for evaluating the efficiency of the relevant activities and practices.
- To identify key sustainability activity areas of the ORGANIZATION.
- To establish common directions for ORGANIZATION activities for each of the identified areas.
- To establish general sustainability reporting principles and framework.

Scope

- This POLICY covers all UCSI Group's employees of all divisions and subsidiary entities.
- Clauses of the POLICY become obligatory for subsidiaries and relevant entities.
- Organizational, administrative, and local normative documents should not contradict this POLICY.

Terms of Validity and Procedure for Review and Amendment

- This POLICY is effective with the approval of the top management of the ORGANIZATION.
- Amendments to the POLICY are introduced and could be initiated by the discretion of top management of the ORGANIZATION.

POLICY

1.0 Terms and Definition

This POLICY uses the following terms with respective definitions:

SUSTAINABLE DEVELOPMENT — the development of the society that meets the needs of the present without compromising the ability of future generations to meet their own need (Brundtland Commission Report, 1987)

SUSTAINABLE DEVELOPMENT OF THE ORGANIZATION — the development of the ORGANIZATION aimed at the increase of its economic efficiency and profitability while actively engaging its stakeholders in implementing practices and activities that support the ORGANIZATION's governance and commitment towards social enhancement, economic growth and environmental care.

STAKEHOLDERS — People or the persons, organizations and communities including the future generation, that currently affect and are being or will be affected by the activities of the ORGANIZATION, and the environment that is directly impacted as a result of consumption of its resources in producing products, services and activities related to the ORGANIZATION's operation.

ENVIRONMENT — aggregate of the components of natural environment, living and non-living, and the biodiverse species in the planet.

SUSTAINABILITY REPORTING (NON-FINANCIAL REPORTING) — Publication of systematic reporting on the issues covered in this POLICY and of the concern of the ORGANIZATION's stakeholders that also reflects the sustainable practices and activities of the ORGANIZATION.

CORPORATE ETHICS — aggregate of ethical principles and norms guiding the ORGANIZATION in its activities.

TOP MANAGEMENT OF THE ORGANIZATION — Founder and CEO of UCSI Group, Group Officers Directors of the subsidiary entities.

2.0 Designations and Abbreviations (TO CONTINUE BUILDING THIS SEGMENT)

ACCA+E – Awareness, Comprehension, Commitment, Action + Evaluation

CSOs – Civil Society Organizations

HPPS - Harmonious, Prosperous, Progressive and Sustainable

NGOs – Non-Governmental Organizations

SDGs – Sustainable Development Goals

UNDHR - United Nations Declaration of Human Rights

3.0 General Principles of Sustainability Activities of the ORGANIZATION

At UCSI, we believe in having good and healthy well-being, and living in a prosperous, thriving and peaceful nation that cares for today's and the future generation, local and global. Therefore, our approach to sustainability practices and activities is founded on national priorities and aspiration, and international vision and collaboration for a better world through United Nation's Sustainable Development Goals or 2030 Global Agenda.

The ORGANIZATION's four general principles that guide our commitment and expectations for implementation of these activities are adopted for socio and economic transformation for national and global priorities. The requirements for these principles, **Harmonious, Prosperous, Progressive and Sustainable (HPPS)** are outlined below:

- **Harmonious** – Satisfying the basic needs and socio-cultural-spiritual components, improving quality of life, and restoration and conservation of biodiversity.
- **Prosperous** – Thriving for equitable income distribution and access to employment, fair share of earnings, sharing of surplus, and being innovatively driven in thriving for economic efficiency and green economy.
- **Progressive** – Taking engaging roles and responsibilities in contributing towards meeting the present and future needs of the society and the environment.
- **Sustainable** – Running actionable sustainable activities by continuously creating AWARENESS, facilitating in-depth COMPREHENSION, developing COMMITMENT, implementing ACTION, and conducting EVALUATION on the performance and efficiency of the process and activities (ACCA+E).

In its response to Malaysia's national aspiration through the National Principles or Rukun Negaracoined in August 1970, the ORGANIZATION's attribute its commitment and achievement in fulfilling these four principles to its founding pillar, "Glory to God". The ORGANIZATION also pledges to align the implementation of these principles to UN Global Goal's theme, "Leave No One Behind", fitting to one of its core values, "Compassion" represented by the letter "C" in its acronym "UCSI" (Universalism, Compassion, Sustainability and Integrity).

These principles are to be lived out and strategically implemented corporately by all staff and students consistent to UCSI Group's sustainability theme, "Together we shape the future".

4.0 Sustainability POLICY of the ORGANIZATION

This POLICY focuses on two areas: social and environmental care. All sustainability practices and activities conducted based on this POLICY are to be reported twice a year.

4.1 Social

This segment provides one point of reference for all stakeholders of the ORGANIZATION on POLICY related to the social aspect of the ORGANIZATION's sustainability. The stakeholders include its employees, students and student bodies, corporate clients, business partners, i.e. companies, government, non-governmental organizations (NGOs) and civil society organizations (CSOs).

As an ORGANIZATION, UCSI Group respects the human rights of all stakeholders and expects mutual collaborations to mutually promote harmony, justice and human rights as described in the United Nations Declaration of Human Rights (UNDHR) and consistent to National Principles.

4.1.1 Engagement with Employees and Students

In enhancing harmony and conducive work place and learning environment for sustainability, all staff and students are to:

- A) Complete an induction session in creating their awareness on sustainability, either face-to-face or on-line.
- B) Advocate justice, fairness, respect, transparency and integrity in all aspects of governance, management and performance.
- C) Resolve contentions and differences through constructive engagement, always seeking for beneficial outcomes for the ORGANIZATION and its UCSI learning institutions and stakeholders.
- D) Use words that motivate and build others, refraining from words and actions that offend, insult, humiliate or intimidate others, including false, obscene, harassing or hateful comments to or about the ORGANIZATION, its learning institutions and stakeholders.
- E) Respect and promote diversity and equal opportunity for all, rejecting any form of racial/religious discrimination, bigotry, extremism, unjustified acts causing harm to any individual or group, including any actions that can disrupt cooperation and cohesion at all levels and in all its manifestations.
- G) Respect all rights and standards for employees and students.

In cases where an employee or a student is reported to go against any of the stipulated points, the relevant management staff may proceed with evaluating the report and conducting appropriate action following the norms and procedures of the employee's department or student's learning institution disciplinary body.

4.1.2 Engagement with Corporate Clients and Business Partners

The ORGANIZATION expects mutual support with its corporate clients and business partners to:

- A) Contribute to social, economic and the environment progress as part of their business or organizational performance.
- B) Respect all labour standards and avoid violation to any of them.
- C) Provide a safe and healthy work environment.
- D) Commit to achieve progression of their sustainability commitments.
- E) Prevent any adverse negative impact to the society, economy and the environment.
- F) Collaborate actively in contributing towards UN Global Agenda 2030.

The ORGANIZATION will review its corporate clients and business partners' commitment to sustainability through its intentional engaging with them on sustainability activities and matters. In cases where our clients and partners do not meet the required obligations for sustainability, cause or contribute to adverse social and environmental impacts, and the ongoing engagement with the ORGANIZATION on sustainability practices does not lead to improvements over time, the ORGANIZATION may review the relationship on the basis of pre-determined criteria.

4.1.3 Engagement with Local and International Communities

The ORGANIZATION believes in working together for long term for positive societal transformation and environmental restoration and preservation. In its engagement with national and international communities, the ORGANIZATION commits to:

- A) Promote sustainability implementation such as using the ACCA framework in an attainable time frame at the national, regional and international level.
- B) Cooperate with businesses, governments, high learning institutions, NGOs and CSOs in tackling the world's most pressing needs as outlined by SDGs and in genuinely practising, SDGs' slogan, "Leave no One Behind".
- C) Encourage sustainability partners to align their CSR projects' to SDG targets and indicators and to register their SDG projects and report outcomes at UNDP's SDG portal.
- D) Partner with appropriate agencies in producing high quality research output and data compilation to support Malaysia's SDGs voluntary reporting to the United Nation's annual High Level Political Forum in New York.
- E) Share its resources to support sustainability activities and programs of its local and international partners.
- F) Align the ORGANIZATION's businesses to follow the principles of UN Global Compact.

4.2 Environment

4.2.1 Green Practices

- A) Organising all event by the ORGANIZATION's subsidiaries and its relevant entities in compliance with the ORGANIZATION's Green Certification, and with the encouragement to fulfill the Bronze, Silver or Gold Award requirements.
- B) Designing, building, operating and maintaining the ORGANIZATION's buildings are to be environmental friendly and in accordance to local conditions and standards, while thriving to set a bench mark for best practices.
- C) Continuing to secure and develop responsible sourcing standards that upholds the well-being of mankind and other living creatures in the eco-system
- D) Practicing 5Rs – Rethink, Refuse, Recycle, Reduce and Reuse, turning recyclables and wastes into resources, and thriving for zero waste to landfill.
- E) Leading regenerative projects on degraded land, deforested areas and agriculturally cultivated areas.
- F) Becoming water positive by leading and developing water stewardship programmes.
- G) Leading regenerative projects to clean polluted waters and protect life below water, and preventing pollutants from going to the oceans.
- H) Sourcing renewable and recycled materials with a positive environmental impact.
- I) Promoting sustainable forest management to eliminate forest degradation and deforestation. Using innovative approaches to forest management, protection, restoration and regeneration.
- J) Engaging community within and outside the ORGANIZATION to partner in planning and implementation of environmental care and protection programs via volunteerism, life-long learning courses and as an experiential learning component of any subjects

4.2.2 Green Requirements for Running Events and Meetings

The ORGANIZATION commits to reduce its carbon footprint by taking a firm action against climate change. Genuine to this intention, the ORGANIZATION will reinforce on all subsidiaries and relevant entities running an environmental friendly or Green Events and Meetings within its premises and, as much as possible, when running a joined program outside its premises. These requirements and registration are accessible via UCSI Group's Sustainability website, "Guide to UCSI Green Event and Meeting".

For Consumerism Behaviour, the basic sustainability requirements are:

1. No single used plastic products for serving food and drinks.
2. Biodegradable straws and stirrers are allowed, but no plastic straws and stirrers.
3. Healthy diet or diet preferences are taken into consideration when choosing and serving meals and drinks, e.g. vegetarian, halal, allergies, etc.
4. Beverage and water are served from dispensers and individually packed bottled water are avoided as much as possible.
5. Whenever possible, washable or recyclable service ware and serving dishes are used.
6. All unnecessary lights and electric items are switched off, and air-conditioners are set at minimum 22 Celsius to prevent energy wastage.

For Communication and Printed Materials, the basic sustainability requirements are:

1. As much as possible, all announcements and updates, and registration for the event are done via email or electronic.
2. Agendas are displayed electronically or printed out and displayed at a common place rather than distributed.
3. All paper handouts are printed double-sided printing and all leftover paper copies are recycled after the event.
4. All event or meeting materials are archived in digital form.
5. All banners are encouraged to be reused or recycled, and printing of dates on the banner is avoided as much as possible.

The ORGANIZATION commits for a regular evaluation on its overall performance in this area, and will progressively thrive for best practices by setting yearly targets and indicators in meeting its in-house mandatory Green Event and Meeting requirements. In paving for a bolder climate action, the ORGANIZATION engages and give incentives to event and meeting organizers to conduct best Green practices as stipulated by its guidelines for Gold, Silver or Bronze Green Awards. Guidelines for best practices for Green Event and Meeting:

Planning committees are briefed on sustainable practices prior to the event.

1. Team ensures that items that are unused after the event are segregated for recycling and waste are thrown away properly.
2. Go entirely paperless by using projector, white board, laptops or tablets, smartphones.
3. Any paper used is printed on recycled content paper and include logos that encourage participants to recycle their paper.
4. Encourage participants to bring their own water bottles or cups.
5. Use dispenser for sauce, sugar, etc.
6. Decorations or event props are items that are recycled or re-purpose.
7. As much as possible, give away food scrap (non-meat) to UCSI compost project instead of throwing it to General Waste bin.
8. As much as possible, corporate gifts or give-aways are locally made, sustainable in nature or are of experience-based.
9. Packaging used are reusable, recyclable or biodegradable.

5. Sustainability Reporting

All ORGANIZATION's subsidiaries and departments are to submit their report to UCSI Group – SDG Secretariat Office twice a year, in June and December. The reporting templates can be accessed at UCSI Group Sustainability website, and they are designed for reporting these four clusters:

- 1) Green Offices Operation
- 2) Project and Event
- 3) Academic
- 4) Research

SDGs Steering Committee is responsible to review the midyear progress and suggest on improvement and give support to enhance progress. Annual report on the ORGANIZATION's sustainability and SDGs progress and programs will be submitted to UCSI Group top management in December.

The ORGANIZATION's report will include the compilation of the mentioned above four clusters, and mapping them as closely as possible to ACCA+E framework and HPPS principles. In aligning its reporting to UN Global Agenda 2030, the outcomes from each cluster will also be mapped to these 17 goals.

All UCSI subsidiaries, i.e. Education, Consulting, Property, Hospitality and Medical, and Group divisions, i.e. Finance, Human Resource, Logistic Management , Legal, Computer Services, Property and Corporate Affairs are responsible to work with their teams to develop and execute their own implementation and to support existing SDG related projects or develop a new one based on their team's interest, capability and capacity.

1. UCSI Group Holdings Sdn. Bhd.
2. UCSI Education Sdn. Bhd.
3. Sekolah Sri UCSI Sdn. Bhd.
4. UCSI Child Development Centre Sdn. Bhd.
5. UCSI International School Sdn. Bhd.
6. UCSI College Sdn. Bhd.
7. UCSI Academy Sdn Bhd.
8. UCSI Computech Sdn. Bhd.
9. UCSI Consulting Group Sdn. Bhd.
10. UniComms International Sdn Bhd.
11. UCSI Extension Sdn. Bhd.
12. Laurent Bleu Sdn. Bhd.
13. UCSI Peterson Properties Sdn. Bhd.
14. UCSI Campio Builders Sdn. Bhd.
15. UCSI 1 Card Sdn. Bhd.
16. UCSI Poll Research Centre Sdn. Bhd.
17. UCSI Hotels Sdn. Bhd.
18. Synergistic Education Sdn Bhd.
19. UCSI Hospital Sdn. Bhd.
20. NCR Travel Sdn. Bhd.
21. In-house Food Tenants
22. Laundry Service Provider
23. On Campus Bookstore
24. DOTS