
SUNWAY[®]

REIT

SUSTAINABLE EVENTS MANAGEMENT POLICY

Version 1 (2024)

Process Owner: Sunway REIT – Sustainability

Intended Users: Sunway REIT

Process / Knowledge Area: Policy Statement

Last Updated: 05/02/2024

COMMITTED TO
**SUSTAINABLE
DEVELOPMENT GOALS**



The Board of Sunway REIT endorses the policy, and it is effective on 6th February 2024

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1. PURPOSE

- 1.1. Sunway REIT Management Sdn Bhd (hereinafter refer to as “Sunway REIT”) identifies in-house sustainable event as employee engagement activities or events that are organised by REIT employees which takes into consideration the positive social impact of the events and adds value to the local economy while leaving minimal environmental footprint.
- 1.2. Sustainable events can provide a range of benefits to employees, fostering a positive work environment and contributing to their well-being. Participation in sustainable events enhances employee engagement, well-being, and morale. It fosters a sense of purpose, promotes team building, and offers opportunities for skill development. Employees benefit from a positive corporate image, learning experiences, and recognition, aligning with personal values and contributing to a fulfilling work environment.

2. SCOPE

- 2.1. Sunway REIT Sustainable Events Management Policy (the “Policy”) applies to all employees of Sunway REIT that organise employee engagement activities.

3. POLICY STATEMENT

- 3.1. Sunway REIT commits to minimising environmental impact, prioritising energy efficiency, waste reduction, and sustainable procurement. We engage employees through eco-friendly activities, fostering well-being and community. By aligning events with our values, we strive for positive social and environmental impact, ensuring a sustainable and enriching experience for all.

4. IMPLEMENTATION

Sunway REIT shall be guided by the best practices and/or principles of sustainable events which will apply to all its employee engagement activities.

- 4.1. Catering
 - a) Source from local suppliers that provide reuseable cutleries, sustainable, if not, minimal or no packaging.
 - b) Avoid serving food that containing parts of endangered or exotic animals. (e.g. shark’s fin)
 - c) Provide sustainable food options in the menu
 - d) Prevent food waste by only catering to expected number (e.g. request for RSVP to minimise food wastage)
 - e) Develop a plan to manage leftover food from event

4.2. Decorations and Giveaways

- a) Reduce / avoid single-use decorations:
 - i Consider decoration items without specific dates and may be stored for potential reuse
- b) Consider digital giveaways:
 - i Discount codes
 - ii E-tickets
- c) Consider environmentally friendly alternatives to plastics and other non-degradable materials:
 - i Reusable water bottles, coffee cups, glasses
 - ii Drinking water fountains
 - iii Tote bags / paper bags
 - iv Paper / reusable straws

4.3. Transportation

- a) Encourage employees to consider public transportation or carpool for official out-of-office events whenever possible

4.4. Waste Management

- a) Encourage attendees to bring their own reusable water bottles and refill water at provided water stations, if available.

5. RESPONSIBILITIES AND REPORTING

- 5.1. The oversight of this Policy is led by the Board of Directors, Sustainability Committee (“SC”) and Sustainability Working Group (“SWG”). The implementation and administration of this policy are the responsibility of the Sunway REIT.

6. EFFECTIVE DATE

The policy was endorsed by the Board and effective as of 6th February 2024.