

	CORPORATE GOVERNANCE POLICY	Document Name	Policy
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Corporate Governance Policy

The Corporate Governance Policy (“Policy”) provides the framework under which the Board of Directors operate. It includes IE’s corporate structure, culture, policies and the manner in which it deals with various stakeholders. The Policy also addresses the responsibilities, authority and administration of the Board of Directors. Further, it also defines the reporting relationships.

The timely and accurate disclosure of information regarding the financial situation, performance, board constitution, ownership of the company etc is an important part of Corporate Governance. Corporate Governance arrangements are those through which an organization directs and controls itself and the people associated with it.

The Policy is normally reviewed at least once a year and modified, when deemed necessary, to ensure proper alignment with best practices in Corporate Governance.

Corporate Governance is a process that aims to meet Stakeholder’s aspirations and societal expectations. It is not a discipline imposed by a Regulator, but is a culture that guides the Board, Management and Employees to function towards best interest of Stakeholders.

At INTEC ENERGY, the Corporate Governance philosophy stems from the belief that Corporate Governance is a key element in improving efficiency and growth as well as enhancing investor confidence. Accordingly, the Corporate Governance philosophy has been scripted as under: “As a good corporate citizen, **INTEC ENERGY** is committed to sound corporate practices based on its vision, values&principles in building confidence of its various stakeholders, thereby paving the way for its long term success and sustenance.”

At the core of its Corporate Governance practice is the Board, which oversees how the management serves and protects the long-term interests of all the stakeholders of the Company. **IE** believes that an active, well-informed and independent Board is necessary to ensure the highest standards of corporate governance.

The following Policy has been adopted by the Board of Directors to assist the Board in the exercise of its responsibilities. This Policy is subject to future amendments or changes, as may be necessary, in the light of amendments in various regulations in force for governance requirements.

Mission and Vision

Mission: To become a preferred, exemplary, pioneering and respectable company in the world, with an environmentally friendly, reliable and sustainable business models, R&D solutions and investments in solar power.

Vision: To create value and give the inspiration with sustainable, affordable and innovative energy solutions through EPC services, R&D projects and investments for all over the world, by generating energy

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from solar power in line with our environmentally friendly, respectful and transparent management principles.

Corporate Values

- Customer orientation
- Innovation
- Adaptability
- Integrity
- Sustainability
- Reliability

Compliance with Laws, Rules, Regulations and Requirements

IE gives precedence and adheres to as well as strictly comply with the laws, regulations, requirements and rules relating to business operations, including traditions, customs and cultures in the respective countries in which we operate. The employees of IE are required to study, familiarize themselves and duly and fully comply with in the local laws of the respective countries in which IE operates our business. IE's policies, regulations and practices shall apply to the extent not contrary to or inconsistent with the local law of such country.

Respect for Human Rights

IE respects human rights under the laws and international standards by treating people equally, fairly without discrimination on the grounds of similarity or difference in terms of race, nationality, ethnic origin, colour, language, religion, gender, age, physical condition, sexual orientation, education, political opinion and any other status and also respects personal rights and freedoms under the laws and highest international standards. To fulfil such intention, the Human Rights Policy has been set out to cover all activities in respect of diversity, non-discrimination and non-harassment, fair treatment, freedom of association and collective bargaining, occupational health and safety, prevention of forced labour and human trafficking, child labour, and clearly expressed our commitment to non-discrimination and non-harassment. The employee of IE must strictly comply with the Human Rights Policy and Non-Discrimination Policy and support and encourage the affiliated companies, business partners, joint ventures, suppliers and contractual parties to also comply with the Human Rights Policy.

Treatment of Employees

IE places importance on employees, who serve as valuable and key mechanisms to propel our organization towards prosperity, and as such, is committed to developing and promoting our culture and a good working environment, collaboration as teamwork, and compliance with labour laws and labour-related standards, both locally and internationally.

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We respect human rights by treating employees equally without discrimination on the grounds of similarity or difference in terms of race, nationality, ethnic origin, colour, language, religion, gender, age, physical condition, sexual orientation, education, political opinion and other status not directly related to work and have a clear policy on prevention of forced labour and human trafficking and child labour, by ensuring that:

- The recruitment of employee is fair and equal;
- There are systems for performance evaluation, remuneration, reward and penalty on the basis of fairness, clarity and justifications;
- There are policies on regular and extensive development of knowledge, skills and talents of employees to enhance their competency and opportunities for career advancement;
- There are appropriate criteria for evaluation of knowledge, skills, talents and performance of employees for the purpose of appointment and transfer with fairness, equality and justifications;
- The occupational health and safety standards are in place to ensure a good working environment and safety to life, body and property;
- The importance is given to the life balance of employees as appropriate through constructive activities beneficial to physical and mental health;
- The steps, procedures and mechanisms are determined to consider and address problems from employees grievance for fairness as appropriate;
- We respect and handle personal data responsibly, protect and keep personal data confidential restrict disclosure and use of personal data to the extent necessary, and only authorize access to personal data according to the hierarchy and functions of the persons concerned.

In addition, all employees of **IE** must treat each other with respect and honour and comply with the Human Rights Policy and the Non-Discrimination Policy. **IE** is committed to maintaining a good workplace to build a professional work society, a good working environment, without any form of discrimination and harassment, including sexual harassment, within organization.

Treatment of Customers

IE realizes the significance of and is commitment to building up confidence and utmost satisfaction to customers through development of products and services of good quality and standard at reasonable prices and with responsibility to customers, so as to form and maintain good and sustainable relationships with them, and as such, the following practices have been prescribed:

- (1) To offer and deliver quality products and services that meet or exceed customers’ expectations and reasonable prices, with the commitment to developing the quality of products and services to continuously upgrade our standards, subject to safety and technology as appropriate and with responsibility to customers so as to build up confidence and utmost satisfaction to customers;

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- (2) To communicate, advertise, publicise and promote sales and provide information regarding products and services with responsibility and true statements without any misleading information or taking advantage of customers' misunderstanding, without any violation to the good morality and traditions, and without causing any conflicts in society;
- (3) To strictly, transparently and equally comply with contracts, agreements or conditions with customers, and if it is unable to perform, such incident must be informed/discussed with customers in advance without delay, so as to jointly come up with solutions and prevent any potential damage.
- (4) To be willingly, open to complaints from customers without prejudice and address customers complaints in a timely manner, and should there be any constraints or it require some time to resolve problems, customers must be kept informed of the same and any status update thereof in due course, including any development of resolution of such problems from time to time;
- (5) To regularly monitor, survey, and evaluate customers ' satisfaction for development and improvement of products and services as a key factor to successful business operations relies on ability to develop and maintain good long-term relationships with customers;
- (6) To refrain from demanding any money, things or benefits as a gesture of an act in bad faith on the part of customers;
- (7) To ensure that the personnel of IE must not discriminate against any customers and disclose any confidential information of customers without their permission or permission from authorized persons of IE, except for compliance with the provisions of laws, orders of administrative agencies or competent officials under the laws or court orders; otherwise, such information shall not be used for personal pain or gain of others.

Treatment of Suppliers

IE gives presendence to and equally treat suppliers, which are regarded as partners and a key factor to successful business operations and focuses on building a good relationship and mutual benefits with them in the long run. The key practices which have been described in our sustainable supply chain management, include the following:

- To ensure that the standard procurement process is transparent and the contract negotiations with suppliers rely on such conditions and compensation which are fair to both parties;
- Not to demand or accept from or pay any benefits in bad faith to suppliers in the ordinary course of trade;
- To promote, provide know-how, develop the capacity and enhance the avility to produce and provide services to meet standards;
- To adopt the digital technology and innovations to continuously improve the supply chain management and support any change in business in a timely manner;

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- To regularly monitor, check and assess suppliers in terms of environment, society and good governance to develop the mutual business operations and to ensure that suppliers do not violate the laws, any conditions of contracts, corporate governance principles or code of ethics which may affect the operations or reputation of IE;

In addition , IE has set out the Suppliers’ Code of Conduct and Guidelines for Sustainability in the hope that suppliers will adopt the same as guidelines for further operations in their contexts, taking into account the communal, social and environmental responsibility, fair treatment of their labours, respect for human rights, anti-corruption and good corporate governance, so as to build a decent business society on a wide spread scale with sustainable collaborations.

Treatment of Competitors

IE operates our business ethically on the basis of free and fair competition in strict compliance with both local and international competition laws. We shall not enter in to any arrangements with any competitor or party in such manner that reduces or restricts competition, seek competitors trade secrets by any means which are in bad faith or inappropriate, and jeopardise competitors reputation by way of malicious accusation, defamation, assault against competitors without justifiable information.

In this regard, the employees of IE shall be cautious in contacting and communicating with competitors and their personnel by adhering to professional practices and care, protect and keep IE ‘s trade secrets and confidential information confidential without any leakage.

Occupational Health and Safety

IE places importance on ensuring a working environment, which is safe to life and property of employees and persons concerned, including communities surrounding the business premises, by adhering health and safety in our business operations in every location where we operate business. We have set out the Occupational Health, Safety and Environment Policy and practices as follows:

- (1) To keep the regulations on occupational health and safety sufficiently and efficiently in place to ensure safety in every step of work performance;
- (2) To develop, provide training, communicate and foster an understanding of the regulations on occupational health and safety sufficiently and appropriately, and cultivate and raise awareness of the fact that work safety is all employees’ duty and responsibility in their work performance;
- (3) To set out measures to prevent and assess risks may affect the occupational health, safety and environment, and prepare to handle various emergencies by developing an emergency plan to contain and prevent potential damage and hazards, including crises which may result in business interruption or affect IE’s reputation and image.

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- (4) To supervise the performance of employees, suppliers, contractors and visitors or those who perform work in the vicinity of **IE** to ensure their strict compliance with the applicable rules and regulations on occupational health and safety
- (5) To collaborate with partners, suppliers, service providers and contractors in strict compliance with the Occupational Health, Safety and Environment Policy and provide cooperation to the public sector or relevant authorities in our operations in the interest of the country as a whole.

Moreover, we have communicated the Occupational Health, Safety and Environment Policy and practices to our affiliated companies, business partners, suppliers, service providers and contractors, including all stakeholders, for acknowledgement and adoption in their organisations, in order to create values and serve as framework for their business operations based on the same standard and sustainability.

Responsibility of Community and Society

IE is committed to operating our business responsibly and realizes that, as a member of society, we should be involved in the social and community development in every location where we operate in order to ensure growth in parallel to sustainable community and social development. In so doing, we adhere to and comply with the provisions of applicable laws and have formulated our strategy on responsibility for community and society to focus on creating positive impact on community, society and environment in line with the Sustainability Development Goals (SDG’s) of the United Nations, which will be beneficial to the public at large, through the following activities:

- To strengthen the community and society to become self-reliant and capable of responding to their own needs in the best interests and as the foundation of the country;
- To focus on applying know-how experiences and business innovations to uplift the community lifestyle with concrete results;
- To continuously support education and create a lifelong learning society;
- To create jobs and develop labour skills;
- To carry on, support and preserve arts, cultures and traditions in the communities;
- To afford the opportunity and allow for participation in as well as listen to opinions, needs, concerns, suggestions and complaints of the communities and stakeholders to address the needs and expectations of the communities, society and all stakeholders;
- In case of any problems, to focus on finding mutual solutions which are appropriate and fair to lay a foundation for sustainable co-existence;
- To cultivate and raise awareness of compassion, volunteer spirit and responsibility for community and society, without expecting anything in return, by having the employees of **IE** regularly participate in a variety of activities for development of communities, society, arts and cultures.

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Environmental Responsibility

IE is committed to operating our business with environmental responsibility in every location where we operate, by taking in to account the management an mitigation of any negative impact of our business operations on the environment throughout the entire process. Therefore, we have developed guidelines in respect of the environmental responsibility as follows:

- (1) To comply with both local and international environmental laws, standards and requirements, and provide cooperation in the implementation of the internation environmental standards and practices as appropriate;
- (2) To develop a variety of policies, practices, commitments, missions and declarations of intention in terms of environment, e.g., the Occupational Health, Safety and Environment Policy, Climate Change Approach Explanation Document (**ESG-RP-02**), etc. to serve as framework in the operations, set goals, monitor and evaluate the achievement of the ultimate goals for environmental preservation and mitigation of negative impact on environment, climate change with maximum efficiency and effectiveness;
- (3) To formulate procedures for environmental impact study and assessment in support of consideration prior to investment in project implementation, and take into account issues relating to environmental standards for consideration of due diligence, merger, and acquisition, and expansion for new project implementation;
- (4) To continuously and efficiently protect, prevent and manage to mitigate the environmental impact which may arise from the operations, including use of raw materials, selection, design and application of clean technology in the production process based on the principles of environmental engineering and safety, safe use od resources and energy with the optimal efficiency, preservation of resources, recycling of resources, use of eco-friendly fuels, control and reduction of greenhouse gas emissions, wastes and noises, systematic and proper handling of hazardous chemical substances and unused materials etc as well as close inspection to prevent and mitigate any potential impact;
- (5) To raise awareness and provide employees with training on environmental preservation, climate change, management and restoration of biodiversity affected by business operations, in order to put such knowledge into practice with efficiency;
- (6) To duly and regularly monitor, manage, assess and report on environmental arrangements as appropriate;
- (7) To communicate and ensure that our business partners, suppliers, service prviders and contractors, including all stakeholders, understand and realise the significance of the environmental concerns which are of international importance that should have been jointly addressed and resolved by all parties, to adopt and apply various standards and practices to their organisations, in order to create values and serve as framework for their business operations based on the same standard and sustainability.

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Use of Data and Information Technology

IE procures and uses our property efficiently to the best interests of the organization. The employee of IE shall have the duties and responsibilities to keep, safeguard and protect confidential information as appropriate and take precautions not to communicate or disclose any non-public material information to other agencies and third parties and shall manage, maintain and use IE's property efficiently to the best interest of IE and refrain from using the same for personal gain or gain of others and shall not engage in any personal business during the working hours which may obstruct or render them unable to attend to work performance under their duties and responsibilities to the full capacity.

Personal Data Protection

IE realizes the significance of personal data protection and respect the privacy rights of data subjects and in order to ensure that processing of personal data is duly protected and in accordance with the business objectives of IE under the Personal Data Protection Policy of IE has been laid down for compliance by employees fo IE as framework for performance of their duties. This is to ensure that the personal data, sensitive personal data and the privacy rights of data subjects are best protected and taken care of on the basis as required by the related policy.

Anti Corruption and Anti Bribery

IE is committed to operating business in compliance with the laws, with integrity, transparency and in line with the code of ethics, with the clear intention of anti-corruption and anti bribery of any form, and has no policy to impose any penalty and negative action on the employees of IE who refuse fraud and corruption, which may cause IE to lose any benefit or business opportunity. To this effect, the Anti-Corruption and Anti-Bribery Policy is therefore established, and it is a duty of the employees of IE to strictly comply with such policies, and refrain from participating or involving themselves in any form of fraud and corruption, both directly and indirectly, so as to ensure that IE complies with the best practice for business operations and efficiently prevents any risks from fraud and corruption.

Anti-Money Laundering

IE complies with the applicable laws on prevention of money laundering and terrorist financing, and anti-money laundering and counter terrorism of every form and in every country where we operate. We are committed to protecting ourselves from becoming instrumental in money-laundering or terrorist financing. In this regard, we carefully select and conduct a thorough background check of suppliers and do not accept transfer or modify any property relating to offenses to conceal the source of such property acquired unlawfully. Particulars and facts regarding financial affairs or property are duly recorded as required by the applicable laws, and emphasis is given to monitoring, managing and reporting to the competent officials the finding of any acts in violation of such laws.

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Compliance, Whistleblowing and Grievance

Compliance with codes and policies is regarded as the discipline which all employees of IE must strictly adhere to and comply with. Should there be any question or problem regarding decision-making, or which is not addressed by this Policy, the discretion shall be initially exercised by asking the following questions about such action oneself:

- (1) Whether such action may be against the law;
- (2) Whether such action may be contrary to the policies and/or corporate culture of IE
- (3) Whether such action is acceptable and can be disclosed to society
- (4) Whether such action may jeopardise the reputation and image of IE
- (5) Whether such action may give rise to adverse impacts on IE’s stakeholders; or consult the supervisors according to the hierarchy, who will be obliged to provide initial advice, or discuss with email at ethics@in-tecenergy.com

Moreover, should any conduct or event which may be regarded as misconduct be found, such finding and grievance may be reported the channels as specified in the Whistle Blower Policy (**ESG-POL-09**).

IE shall investigate such information, finding and/or grievance in accordance with the procedures as describes in the Whistleblowing Policy, and properly and fairly protect whistleblowers and informants, whereby names of the whistleblowers and informants, including such reports and fact-finding records, shall be kept confidential and undisclosed to unauthorized persons, except for the compliance with the provisions of laws, orders of administrative agencies or competent officials under the laws or court orders. In this regard, should there be any international disclosure of such information, IE shall proceed in accordance with the rules and regulations and/or take legal actions, as the case may be.

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