



Policy - Process – Procedure

POLICY TITLE : EXTERNAL APPOINTMENT, BUSINESS INVOLVEMENT,
SIDE JOB OR PRO BONO SERVICE OUTSIDE THE COMPANY
(GROUP)
POLICY NO. : CO 13.6
REVISION NO. : 00
ENTITY : CORPORATE / GROUP
DOCUMENT OWNER : CORPORATE HR

REV NO.	DESCRIPTION OF CHANGE	ORIGINATOR	RELEASE DATE
00	First release	CORPORATE HR	03 Nov 2023



Policy - Process – Procedure

1.0 PURPOSE

- 1.1 To outline guidelines for holding director appointments, business involvement, employment or providing pro-bono service outside the Company.

2.0 SCOPE

- 2.1 All permanent and interim employees, with job grade Executive level and above.

3.0 POLICY

- 3.1 Employees should avoid any situation that involves, or appears to involve, a conflict between their personal interests and the interests of the Company. That means employees should avoid circumstances that might affect their judgement or impartiality when performing their jobs.
- 3.2 Employees must disclose any obligation, commitment, relationship or interest that could conflict or may be perceived to conflict with his or her duties by making a declaration as set out herein.

4.0 APPOINTMENT IN EXTERNAL COMPANY OR ASSOCIATION

- 4.1 Employees are allowed to be appointed as a member or Board of Director outside the company provided the following criteria are met:
- 4.1.1. Not a competitor of our company.
 - 4.1.2. Does not interfere with his/her current work.
 - 4.1.3. No conflict of interest with our company and his/her area of work.
 - 4.1.4. Does not compromise his/her work performance in our company.
 - 4.1.5. Non-disclosure of any confidential information of our company.
 - 4.1.6. Outside company is a trusted and reputable company.
- 4.2 Prior declaration and approval is required, whether appointment is of gratuitous service or performed for an award. The approving authority for the application shall be as follows:

Job Grade	Approving Authority
Country Employees: Manager and below	Department Head, Country HR and Country General Manager,
Country Employees: Senior Manager and above	Department Head, Country HR, Country General Manager, Head, Group HR, Cluster Head
All Corporate Employees	Department Head, Head, Group HR and Executive Director,



Policy - Process – Procedure

- 4.3 Employee is required to take his/her own annual/unpaid leave to go for Board Meetings during if the meetings are held during working hours.
- 4.4 Employee shall not be reimbursed for any expenses incurred for being Board of Director in another company. The employee will not be provided with any benefits or insurance during the employee's involvement in any activity conducted by the outside company.
- 4.5 Employees are required to submit an online declaration every year to keep the information up to date.
- 4.6 Employees found breaching any of the above criteria, or have failed to notify and obtain appropriate approval, shall be subject to HR disciplinary action.

5.0 BUSINESS INVOLVEMENT, SIDE JOB AND PRO BONO SERVICE OUTSIDE THE COMPANY

- 5.1 Employees shall not engage in any work, business or undertake any employment outside the company without obtaining the prior approval from the company, notwithstanding that such engagements may not interfere with the employees' performance of duties in the company. This includes partnership (active or sleeping), part-time work (after office hours or during annual leave) as well as free-lance work regardless of whether it is a gratuitous service or it is performed for a reward.
- 5.2 The approval is subject to the following criteria been met:
 - 5.2.1. Not a competitor of our company.
 - 5.2.2. Does not interfere with his/her current work.
 - 5.2.3. No conflict of interest with our company and his/her area of work.
 - 5.2.4. Does not compromise his/her work performance in our company.
 - 5.2.5. Non-disclosure of any confidential information of our company.
 - 5.2.6. Outside company is a legitimate company.
- 5.3 The approving authority for the application shall be as follows:

Job Grade	Approving Authority
Country Employees: Manager and below	Department Head, HR Manager, Country GM
Country Employees: Senior Manager and above	Country General Manager, Head, Group HR, Cluster Head
All Corporate Employees	Department Head, Head, Group HR, Executive Director

- 5.4 Employees are required to submit an online declaration every year to keep the information up to date.



Policy - Process – Procedure

- 5.5 Any employees found engaging in any work or business outside the company without obtaining prior approval from the company shall be liable for disciplinary action.

- 5.6 Where an employee is found to have any real, apparent or potential conflict of interest but failed to declare it, the employee is in violation of YCH's Ethics and Code of Business Conduct Policy and Procedures and may be subject to legal claims or proceedings or disciplinary measures including termination of employment.

6.0 ATTACHMENT / REFERENCES

- 6.1 Declaration Form for Director Appointment, Business Involvement, Side Job and Pro Bono Service