



FOREVER SABAH BERHAD

(Co No. 1172311-D / 201601001385)

POLICIES AND GUIDELINES ON RISK AND RECORDS MANAGEMENT

To meet the organisation's objectives and ensure continuity of its operations, from time to time, FS shall adopt relevant plans and procedures to manage the key risks faced by the organisation.

Employees are expected to cooperate fully with any Risk Assessment being conducted on systems for which they are responsible. Whenever appropriate and justified, insurance shall be taken out to cover the exposure of key assets to various risks, and also the relevant personnel who are exposed to various risks when carrying out their works for FS, including field works and long distance travelling.

Steps will be taken to ensure the confidentiality, availability, and integrity of FS's key information assets and systems. When appropriate, technical support will be sought from external experts.

This policy applies to the entire IT Infrastructure.

Document and Record Control

The Risk Management Policy document and all other referenced documents shall be controlled. The version control shall be to preserve the latest release and the previous version of any document. However, the previous version of the documents shall be retained only for a period of at least two years for legal and knowledge preservation purposes. All documents and records shall be in hard copy or electronic media, and be preserved for at least 7 years.

The Chief Executive Facilitator shall designate the relevant personnel to be responsible for the proper implementation of this policy. Any event (or series of events) which causes disruption to FS operations or processes shall be identified.

Any employee found to have violated this policy may be subjected to disciplinary action in line with the HR Policy.