



SUNWAY BERHAD

VOLUNTEERISM GUIDELINES

Process Owner: Group Sustainability Department

Intended Users: Sunway Group - All Users

Last updated: 26 September 2024

COMMITTED TO
SUSTAINABLE DEVELOPMENT GOALS



Approved by Sunway Berhad Board Sustainability Committee on 26 September 2024

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1.0 CORPORATE RESPONSIBILITY PHILOSOPHY

- 1.1 As one of Southeast Asia's leading conglomerates, Sunway aims to always make a lasting impact on the lives we touch by leveraging the power of our innovation, resources and people. We are committed to building sustainable relationships, creating value and making substantial contribution to enhance the lives of the community through our corporate responsibility initiatives.
- 1.2 We believe that corporate responsibility and profitability can go hand in hand; that we win by rising to the call of supporting and protecting our stakeholders – customers, employees, shareholders as well as the communities in which we operate.
- 1.3 Sunway's deeply held core values of Integrity, Humility and Excellence ground our actions and strategies.
- 1.4 Based on the 17 United Nations Sustainable Development Goals (UN-SDGs) we have defined 3 pillars for our Corporate Responsibility: Education, Healthcare and Community Enrichment.



2 OBJECTIVE OF THE VOLUNTEERISM GUIDELINES

- 2.1 For the long-term continuity of Sunway's Corporate Responsibility strategies that are aligned with the 17 UN-SDGs, it is imperative to get a strong volunteerism support from the employees of Sunway Group of companies.
- 2.2 The Volunteerism Guidelines therefore is required to map out the regulations to promote volunteerism and increase employee engagement.
- 2.3 Volunteerism Guidelines communicates the underlying values of the company that can increase an employee's morale, self-esteem, and fulfilment of being part of a giving organisation.

3 CODE OF CONDUCT

- 3.1 Employees of Sunway Group of companies are expected to uphold their good behaviour and conduct based on the standards of behavior that are derived from the Group's three Core Values and Business Principles; Integrity, Humility and Excellence. All Employees shall always observe and ensure compliance with all applicable laws and regulations and Sunway's Code of Conduct & Business Ethics Policy; to which they are bound to observe in discharging their duties and responsibilities; including any volunteerism activities.
- 3.2 As a Volunteer at Sunway, one should always ensure that his / her role as a Volunteer does not impose or create any actual or potential conflict against their official duties as an employee or a professional at the workplace.

4 SCOPE AND APPLICATION

- 4.1 The guidelines and the provisions are applicable to all employees of Sunway Group of Companies who would like to participate in the Group's corporate responsibility events / Sunway's initiatives; as a Volunteer.
- 4.2 All employees, including permanent, contractual and interns are eligible to register as volunteers and participate in any of the Group's corporate responsibility events / Sunway's initiatives.
- 4.3 However, an employee who has been identified as a poor performer, will not be eligible to register and participate in any of the Group's corporate responsibility events / Sunway's initiatives, as a Volunteer.
- 4.4 Volunteering is also subject to the approval of the employee's Line Manager / Head of Department.

5 DEFINITION

- 5.1 **Volunteer:** An employee who has been approved as per the provisions mentioned in this Volunteerism Guidelines to become a Volunteer in order to participate in the Group's corporate responsibility events / Sunway's initiatives. The employee is volunteering on his / her own free will, without expectation of monetary and/or in-kind compensation, including reimbursement for travelling and /or any other incidental expenses incurred by the said Volunteer.
- 5.2 **Sunway's initiatives:** Any volunteering activities organised, sponsored and administered by Sunway Group of Companies through Group's Brand Marketing & Communications (GBMC) Department.
- 5.3 **Corporate Responsibility Event:** Events or activities or projects which Sunway organises with any 3rd party organisations, including (but not limited to) community-based non-profit organisations with which Sunway has established mutually beneficial relationships.

6 VOLUNTEERING HOURS

- 6.1 A Volunteer may participate in the Group's corporate responsibility events / Sunway's initiatives up to a maximum of 16 (sixteen) hours per year that may fall on any of the working days, rest days, off days and public holidays.
- 6.2 Any Volunteer who wishes to volunteer for more than the stipulated duration above is required to obtain approval from their Line Manager / Head of Department.
- 6.3 The volunteering hours for each and every corporate responsibility events / Sunway's initiatives will be assigned or decided by the GBMC department.

7 VOLUNTEERING PROCESS

7.1 Announcement to recruit volunteers

GBMC is responsible to announce Group’s Corporate Responsibility events / Sunway’s initiatives to all the employees via the Group’s communication platforms (email, lift poster, social media pages).

GB Group Brand Marketing And Communications | Sunway Group Users | Sunway BoDs - Sunway Meal Pack-a-Thon 2024 – sign up as volunteers today! (4 Sept)



The announcement would include details of the event such as day, time, total hours required of each volunteer, venue, brief of the event and what the volunteers would be doing and the dress code.

SUNWAY FOOD PROGRAM
#sunwayforgood

SUNWAY

Sunway Meal Pack-a-Thon 2024
VOLUNTEERS, We Need You!

Sign up now to help us pack 500,000 meals in a day and achieve 2 million meals packed since 2014 for undernourished communities in conjunction with Sunway's 50th Anniversary!

Rise AGAINST HUNGER MALAYSIA

DATE : 4 SEPT 2024

TIME :
9.30am – 12.30pm (SLOT 1)
2.30pm – 5.30pm (SLOT 2)

VENUE : Sunway Pyramid Convention Centre @ CP3

In conjunction with Sunway's 50th anniversary, more than 1000 volunteers will help achieve our commitment to pack more than 2 million meals in the largest meal pack-a-thon event in Southeast Asia within a day!

Together with our partner Rise Against Hunger Malaysia, we will pack rice, soy, dried vegetables, 23 vitamins and nutrients for the undernourished.

HOW TO REGISTER?

SLOT 1 (9.30am - 12.30pm)	SLOT 2 (2.30pm - 5.30pm)
Scan to register as Meal packing volunteer	Scan to register as Meal packing volunteer

For more information please email Vijaya Rani - vijayarv@sunway.com.my
Note: Please bring your own drinks.

SUNWAY COMMITTED TO:
SUSTAINABLE DEVELOPMENT GOALS

PROPERTY | CONSTRUCTION | BMT | HEALTHCARE | MILLS | BUILDING MATERIALS | TRADING & MANUFACTURING | GALLERY | DIGITAL | HOUSING | EDUCATION | LEISURE | INVESTMENT & FINANCIAL SERVICES

7.2 Application to be a Volunteer

Through the announcement, employees will be provided with an online registration link or QR code to register as a volunteer. The employee concerned is responsible to ensure that his / her Line Manager and Head of Department are aware of the application. They would need to provide their Line Manager’s email address in the registration link.

The interested employee would have to complete the registration form and provide either their email address or mobile number to receive the confirmation of their registration.



Sunway Meal Pack-a-Thon 2024 (SLOT 1) - Volunteer Registration Form
Please enter all required information below. Thank you.

Volunteer: (1)

Name * :

Registration by : Mobile No Sunway Email

Employee ID * :

Company * :

+ Add Volunteer

Manager Name * :

Manager Email * :

I have obtained my line manager’s approval prior to registering.

SUBMIT

7.3 Line Manager Approval for Employee to Apply to be a Volunteer

Prior to the application to be a Volunteer (as per paragraph 6.2 above), employees shall obtain written approval from their respective Line Manager in order to apply to for the volunteering events and initiatives.

7.4 Confirmation to be a Volunteer

The respective employee, his / her Line Manager and BUHR will be notified by GBMC via a confirmation email. Only Volunteers who receive the approval email can participate in the said volunteering activities.

7.5 Withdrawal from Volunteerism

In the event a Volunteer wishes to withdraw his / her application or participation from volunteerism, he / she may do so by using the same registration link to withdraw. The BUHR and Line Manager will be notified by GBMC of the employee's or volunteer's withdrawal from volunteering at the event / initiative.

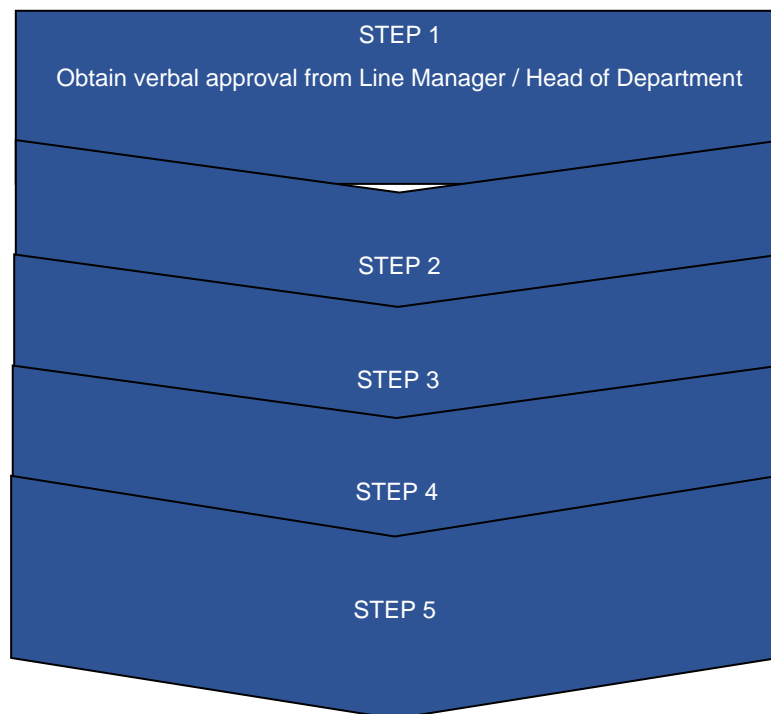
7.6 Verifying Volunteer Hours

The volunteering hours of every Volunteer will be recorded, monitored and managed by the GBMC Department. Any clarification on issues related volunteerism hours performed, should be referred to GBMC for clarification.

A registered Volunteer in any of the Group's corporate responsibility event / Sunway's initiative is required to verify their attendance at the said event with the organiser. Their attendance will be captured via an attendance system that been maintained and managed by GBMC.

The BUHR and Line manager will be notified via an email about the Volunteer who has failed to attend and / or register their attendance with the organiser. The Volunteer who is unable to provide proper justification of their absence, will NOT be considered for future volunteerism events and initiatives and will be subjected to relevant disciplinary actions.

7.7 Flow Chart for Volunteering application



8 TIME OFF AND REPLACEMENT LEAVE

- 8.1 Volunteering during working days (either within or outside normal working hours) should be considered as having approved time off. There is no Replacement Leave for volunteerism activities during working days.
- 8.2 Volunteering on Rest Days, Off Days and Public Holidays upon prior approval by their respective Line Manager / Head of Department will be granted Replacement Leave(s) subject to the total number of volunteerism hours that they have performed as follows: -
- a) Less than 6 hours: ½ day replacement leave
 - b) More than 6 hours: 1-day replacement leave
- 8.3 The replacement leave is only applicable for Volunteers at job grade EG9 and below.
- 8.4 Volunteers may apply for Replacement Leave(s) through any of the available leave system of their Business Unit after verifying the total accumulated volunteerism hours from GBMC.

9.0 DRESS CODE

- 9.1 Unless otherwise stated, all Sunway volunteers are required to wear the red Sunway t-shirt and for those without, they may wear their respective Business unit t-shirts / uniform with dark coloured pants / long skirt (for ladies) for every corporate responsibility event and/ or initiative organised by the Group.

10.0 SAFETY & SECURITY

- 10.1 All Volunteers should ensure the safety & security of themselves and others around them at all time. They are not to place themselves or other persons at risk while undertaking volunteering activities.
- 10.2 All volunteers will be liable for any damages to any properties either owned by Sunway or Sunway's partners as a result of their irresponsible behaviour and/ or intentional misconduct.
- 10.3 An employee of Sunway Group volunteering during any of the corporate responsibility event and/ or initiative organised by the Group will be covered by the company's Insurance, in the event of any injury, loss or damage occurred as a result of the activities, during the tenure of the event.

11.0 RECOGNITION

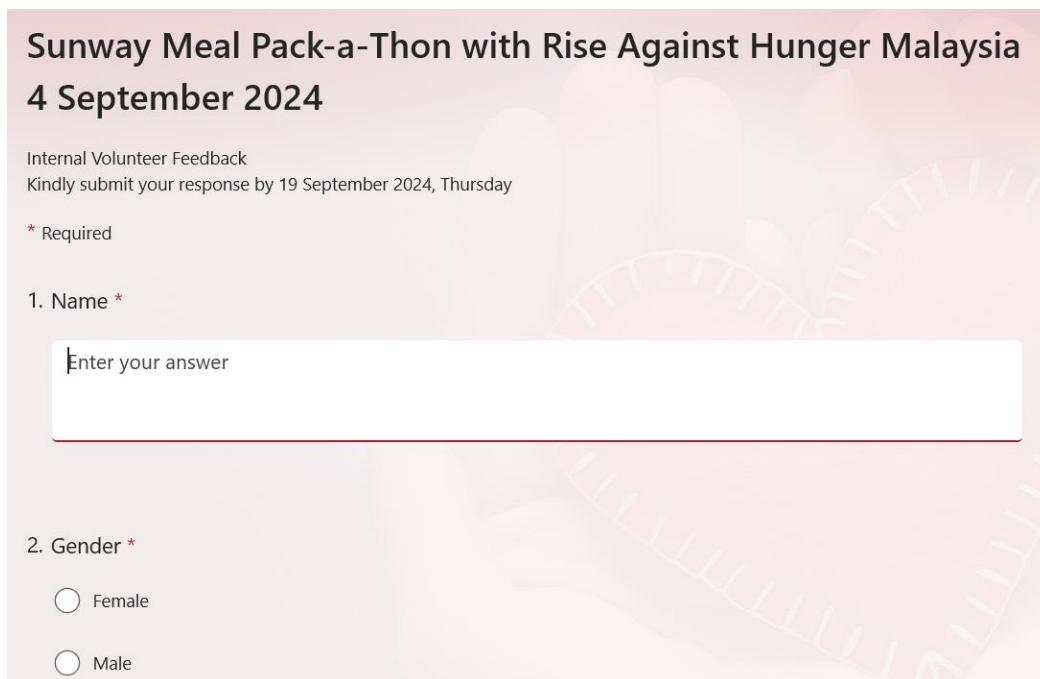
11.1 At the discretion of the management, a Certificate of Appreciation may be issued to all outstanding and committed Volunteers at the end of each calendar year by GBMC Department.

12.0 VOLUNTEER FEEDBACK

12.1 An email and link for feedback via Microsoft Forms will be sent to all volunteers who participated during the corporate responsibility event and/ or initiative organised by the Group at least 3 working days after the event. It is encouraged for all Sunway volunteers to complete the Volunteer Feedback Form.

12.2 Feedback from all volunteers is vital for Sunway Group Corporate Responsibility & Events team’s continuous improvement.

12.3 Below is a sample of Sunway Group’s Post Event Feedback Form



Sunway Meal Pack-a-Thon with Rise Against Hunger Malaysia
4 September 2024

Internal Volunteer Feedback
Kindly submit your response by 19 September 2024, Thursday

* Required

1. Name *

Enter your answer

2. Gender *

Female

Male

3. Business Unit *

Enter your answer

4. Is this your first time volunteering for Sunway's meal Pack-a-thon with Rise Against Hunger Malaysia? *

Yes

No

5. Overall, how satisfied were you with your experience as a volunteer during this event? *

Extremely satisfied

Satisfied

Neither satisfied nor dissatisfied

Somewhat dissatisfied

Dissatisfied

6. Would you be interested to volunteer in any of Sunway's Corporate Responsibility event in the future? *

Yes

No

7. Are you proud to be associated with Sunway after participating in this event? *

Yes

No

8. Do share with us your constructive feedback / suggestions / comments, if any. *

Enter your answer

Submit

Never give out your password. [Report abuse](#)

History Log

Effective / Revised Date	Details	Prepared / Reviewed and / Approved By	Name
Effective Date: Oct 2024	New Policy Initiated	Prepared By	Rani Vimalarajah Senior Manager- CSR & Events
		Reviewed By	
		Approved By	