

## QHSSE POLICY

### **Our Vision**

To be recognized as one of South East Asia's most progressive logistics organizations by our customers, industry peers and shareholders. Differentiated by our willingness to own and operate assets, utilize technology and provide customised solutions that improve our customers' business.

### **Our Core Values**

We will become a great place to work, recognized for our resilience, integrity, teamwork and fun. With a professional culture that focuses on safety, environment, continual improvement, innovation and cost efficiency.

### **Our Customers - Doing It Right The First Time**

- Fully understand our customer's requirements and execute the right job the first time and every time.
- Fully deliver on our promises and be professional at all times.

### **Our Employees (Our Assets)**

- Provide our employees with a clean and safe environment to work in.
- Provide our employees with appropriate and timely training to perform their duties.

### **Our Business Partners**

- Collaborate with competent and reliable service providers to deliver quality service.
- Engage our service partners to improve and innovate for mutual success and growth.

### **Our Systems and Process**

- Full compliance to all legal and regulatory requirements.
- Continuous elimination of hazards and risks for advancement of our quality management systems.

### **Our Commitment to Security and SGSecure Initiatives**

- Appoint and maintain a team of Security Lead and SGSecure Representatives.

### **Our Continual Consultation and Participation of Employees**

- Monthly QHSSE Committee Meeting and Inspection patrol with our Operations Line Managers and employees.

### **Our Commitment to Protecting our Environment, Preventing ill health and injury**

- Full compliance to Authority regulations on pollution prevention and other specific commitment(s).

This policy is communicated to our Employees, Service Providers, Business Partners and Visitors, for their full compliance.

Prepared By:

  
**Diana Ng**  
HEAD, QHSSE, CLAIMS, PROCUREMENT  
RichLand Logistics Services Pte Ltd  
Diana Ng Chow Woon  
Management Representative  
05 May 2023

Approved By:

  
**Neo Beng Lin**  
Managing Director  
05 May 2023

## QHSSE OBJECTIVES

We have determined our long-term QHSSE objectives as follows:

**1. Our Customers - Doing It Right The First Time**

- No Major Service Failure and Customer's complaints

**2. Our People – Our Assets**

- Employee to complete on job training and safety induction before deployment.

**3. Our Environment - Protecting our Environment, Preventing Workplace Injury**

- Full compliance to Workplace Safety & Health Council guidelines
- No incident of Environmental Pollution
- No major Damages to Property Claims
- Less than 5 MOM reportable workplace incidents per year

**4. Our Security - Securing our People and Assets**

- Full compliance to Security policy and guidelines
- No incident of Unauthorized access to personal or company information
- Ensure protection of confidentiality, integrity, availability, authenticity and non-repudiation of user data.

**5. Commitment to SGSecure initiatives**

- Appoint and maintain a team of minimum (06) six Security Lead and SGSecure Representatives

**6. Continual Improvement & Consultation and participation of workers**

- Conducts monthly QHSSE Committee Meeting and Inspection Patrol participated by line management and non-management employees.

We shall review the QHSSE Objectives and our performance on a yearly basis, based on documented process under RLS-QHSSE-P8-07 Rev00, QHSSE Planning & Objectives Monitoring Procedure.

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05 May 2023

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Managing Director  
05 May 2023

## SECURITY POLICY

The management and staff of RichLand Logistics Services Pte. Ltd. are committed to protect our properties, assets and reputation of our employees and customers from any security threats in the supply chain.

### **Workplace Security**

All staff and contractors shall;

- Take reasonable and practicable measures to prevent displacement of customers' property
- Report all suspicious activities or security lapse
- Employ proactive measures to ensure the security of the workplace
- Minimize security risk through regular briefing to all stakeholders

### **Trade Security**

Full compliance to applicable requirements of:

- Secure Trade Partnership (STP)
- TradeFirst Scheme
- Import and Export control regulatory

### **Information Technology Security**

- Ensure the effective protection and proper usage of the computer systems within Richland Logistics network
- Maintain an efficient and effective Information Technology communication infrastructure within Richland network without compromising on the confidentiality of information
- Ensure the integrity of stored information is protected and prevent unauthorized access to these stored information
- Take reasonable and practicable measures and contingency plans to prevent disruptions to the organization IT infrastructure in the event of systems failure.

This policy is communicated to our Employees, Service Providers, Business Partners and Visitors, for their full compliance.

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Head of HR, CLAIMS, PROCUREMENT  
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Diana Ng Chow Woon  
Management Representative  
05 May 2023

*Approved By:*

  
Neo Beng Lin  
Managing Director  
05 May 2023

**TRADE COMPLIANCE POLICY**

We are committed to full compliance with all relevant trade laws that are applicable to our business and business operations.

Trade-related activities carried out at RichLand Logistics Services Pte Ltd must adhere to the points stated below:

**1. Export Compliance**

- All exports are to be accurately declared as applicable under the Customs/trade laws of Singapore
- All export shipping documentation shall accurately describe item(s) being shipped as well as the applicable export classification

**2. Import Compliance**

- All imports are to be accurately described as applicable under the Customs/trade laws of Singapore
- All Customs entries shall accurately state all required information such as the importer of record's name and address, importer number, quantity, value, classification and country of origin for imported items

**3. Sanctions Compliance**

- The company shall not participate in transactions which are subjected to a sanctions program, including, but not limited to, those programs maintained by United Nations Security Council Sanctions

**4. Compliance Responsibility**

- All employees are responsible for supporting the principles in this Policy

The Trade Policy Statement has been reviewed and approved by the Managing Director and will be reviewed and revised when necessary.

We shall communicate this policy to our Employees, Service Providers, Business Partners and Visitors, for their continual commitment and compliance.

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05 May 2023

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