SUPPLIER SUSTAINABILITY ASSESSMENT FORM

W T K Holdings Berhad （“WTK") and its subsidiaries (“the Group”) recognise the importance of identifying, assessing and managing sustainability risks within the supply chain. In line with the Group’s Supplier Code of Conduct, this questionnaire applies to both potential and existing suppliers.

The purpose is to evaluate risks such as environmental impact, labour rights, health and safety, ethical business practices and responsible sourcing. Suppliers are expected to provide accurate and timely information. Where relevant, supporting documents may be requested.

Disclaimer

The information provided in this questionnaire will be kept confidential and used solely for internal evaluation. It may be considered in supplier risk assessments and procurement decisions to align with WTK’s sustainability goals.

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Section A: General Information / *Bahagian A: Maklumat Am*

Company Name *Nama Syarikat*		
Company Address *Alamat Syarikat*		
Country of Operation *Negara Operasi*		
Which company are you supplying? *Syarikat manakah yang anda bekalkan?*		First Count Sdn. Bhd.
		Interglobal Empire Sdn. Bhd.
		Limpah Mewah Sdn. Bhd.
		Ninjas Development Sdn. Bhd.
		Sanitama Sdn. Bhd.
		Song Logging Company Sdn. Bhd.
		Sut Sawmill (3064) Sdn. Bhd.
Main Products / Services Supplied *Produk / Perkhidmatan Utama yang Dibekalkan*		

Section B: Contact Person Information / *Bahagian B: Maklumat Individu untuk Dihubungi*

Full Name *Nama Penuh*		**Contact Number** *Nombor Telefon*	
Position *Jawatan*		**Email** *Emel*	

Section C: Governance & Ethical Practices / *Bahagian C: Tadbir Urus & Amalan Etika*

	Indicators / *Indikator*	**Yes / *Ya***	**No / *Tidak***
1	Are your operations in line with applicable laws, regulations and industry standards? *Adakah operasi anda selaras dengan undang-undang, peraturan dan piawaian industri yang berkenaan?*		
2	Do you have an anti-bribery and anti-corruption policy? *Adakah anda mempunyai polisi antirasuah dan antikorupsi?*		
3	Do you conduct due diligence or screening of business partners/customers? *Adakah anda menjalankan usaha wajar atau saringan terhadap rakan niaga/pelanggan?*		
4	Has your organisation faced investigations or penalties for corruption, bribery, fraud or money laundering in the past 5 years? *Adakah organisasi anda pernah disiasat atau dikenakan penalti berkaitan rasuah, penipuan atau pengubahan wang haram dalam tempoh 5 tahun lepas?*		

	Indicators / *Indikator*	**Yes / *Ya***	**No / *Tidak***
5	Do you have a whistleblowing or grievance channel for employees to report concerns confidentially? *Adakah anda mempunyai saluran pendedahan salah laku (whistleblowing) untuk pekerja membuat aduan secara sulit?*		
6	Do you have measures to protect confidential information and personal data? *Adakah anda mempunyai langkah untuk melindungi maklumat sulit dan data peribadi?*		
7	Do you apply cybersecurity measures to prevent unauthorised access or data breaches? *Adakah anda melaksanakan langkah keselamatan siber untuk mengelakkan akses tanpa kebenaran atau kebocoran data?*		

Section D: Sustainable Procurement / *Bahagian D: Perolehan Lestari*

	Indicators / *Indikator*	**Yes / *Ya***	**No / *Tidak***
1	Do you have a sustainable sourcing policy, Supplier Code of Conduct or equivalent guidelines? (If yes, attach a copy.) *Adakah anda mempunyai polisi sumber bekalan lestari, Kod Etika Pembekal atau garis panduan setara? (Jika ada, sila lampirkan salinannya.)*		
2	Do you require your suppliers to comply with sustainability standards? *Adakah anda mewajibkan pembekal anda mematuhi piawaian kelestarian?*		

Section E: Human Rights / *Bahagian E: Hak Asasi Manusia*

	Indicators / *Indikator*	**Yes / *Ya***	**No / *Tidak***
1	Do you have a Human Rights Policy/ Social Practice Policy (or equivalent policy)? (If yes, attach a copy.) *Adakah anda mempunyai Dasar Hak Asasi Manusia / Dasar Amalan Sosial (atau dasar yang setara)? (Jika ada, sila lampirkan salinannya.)*		
2	Do you prohibit child labour and forced/bonded labour? *Adakah anda melarang buruh kanak-kanak dan buruh paksa/ikatan?*		
3	Do you prevent workplace discrimination and harassment? *Adakah anda mencegah diskriminasi dan gangguan di tempat kerja?*		
4	Do you comply with minimum wage laws and working hour regulations? *Adakah anda mematuhi undang-undang gaji minimum dan peraturan waktu bekerja?*		

	Indicators / *Indikator*	Yes / *Ya*	No / *Tidak*
5	Are workers allowed to join trade unions or associations as permitted by law? *Adakah pekerja dibenarkan menyertai kesatuan sekerja atau persatuan sebagaimana dibenarkan oleh undang-undang?*		
6	Do you provide workers with safety equipment and safety training at no cost? *Adakah anda menyediakan peralatan keselamatan dan latihan keselamatan kepada pekerja tanpa kos?*		
7	Have there been any serious workplace accidents in the past 24 months? *Adakah terdapat kemalangan serius di tempat kerja dalam tempoh 24 bulan lalu?*		

Section F: Environmental Responsibility / *Bahagian F: Tanggungjawab Alam Sekitar*

	Indicators / *Indikator*	Yes / *Ya*	No / *Tidak*
1	Do you have an environmental policy or guidelines? (If yes, attach a copy.) *Adakah anda mempunyai polisi atau garis panduan alam sekitar? (Jika ada, sila lampirkan salinannya.)*		
2	Do you hold environmental certifications (e.g., ISO 14001, REACH Compliance, RoHS, EcoLabel, Green Label / Green Seal, Carbon Footprint)? (If yes, attach a copy.) *Adakah anda memegang pensijilan alam sekitar (cth: ISO 14001, Pematuhan REACH, RoHS, EcoLabel, Green Label / Green Seal, Jejak Karbon)? (Jika ada, sila lampirkan salinannya.)*		
3	Which environmental metrics do you track and monitor? (Please tick ✓all that apply) *Metrik alam sekitar manakah yang anda jejak dan pantau? (Sila tanda ✓ semua yang berkenaan)*		
	Energy Use / *Penggunaan Tenaga*		
	Greenhouse Gas Emissions / *Pelepasan Gas Rumah Hijau*		
	Water Use / *Penggunaan Air*		
	Biodiversity Impacts / *Kesan Ke Atas Biodiversiti*		
	Resource Use / *Penggunaan Sumber*		
	Waste Reduction / *Pengurangan Sisa*		
	Environmental Issues / *Isu Alam Sekitar*		
	Pollution / *Pencemaran*		
	None from Above / *Tiada Daripada Yang Di Atas*		
4	Have you set environmental targets (e.g., carbon reduction, water efficiency, biodiversity)? *Adakah anda telah menetapkan sasaran alam sekitar (cth:pengurangan karbon, kecekapan air, biodiversiti)?*		

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Section G: Product Quality / *Bahagian G: Kualiti Produk*

	Indicators / *Indikator*	Yes / *Ya*	No / *Tidak*	Not Applicable/ Tidak Berkenaan
1	Do your products/services comply with relevant quality, health and safety regulations? *Adakah produk/perkhidmatan anda mematuhi peraturan kualiti, kesihatan dan keselamatan yang berkenaan?*			
2	Do you conduct quality inspections or testing before delivery? *Adakah anda menjalankan pemeriksaan atau ujian kualiti sebelum penghantaran?*			
3	Do you have a process to address and resolve product non-conformance issues? *Adakah anda mempunyai proses untuk menangani dan menyelesaikan isu ketidakpatuhan produk?*			
4	Do you follow any recognized quality assurance or certification system (e.g. Programme for the Endorsement of Forest Certification, Forest Stewardship Council)? (If yes, attach a copy.) *Adakah anda mengikut mana-mana sistem jaminan kualiti atau pensijilan yang diiktiraf (contohnya Programme for the Endorsement of Forest Certification, Forest Stewardship Council)? (Jika ada, sila lampirkan salinannya.)*			

Section H: Supplier Declaration Form / *Bahagian H: Borang Akuan Pembekal*

	Indicators / *Indikator*	Yes / *Ya*	No / *Tidak*
1	I confirm the information provided is true and accurate to the best of my knowledge. *Saya mengesahkan maklumat yang diberikan adalah benar dan tepat setakat pengetahuan saya.*		
2	I acknowledge that WTK may use this information for supplier assessment in line with the WTK Supplier Code of Conduct. *Saya mengakui bahawa WTK boleh menggunakan maklumat ini untuk penilaian pembekal selaras dengan Kod Etika Pembekal.*		

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	Indicators / *Indikator*	**Yes / *Ya***	**No / *Tidak***
3	I confirm that I have read and acknowledge WTK Supplier Code of Conduct that available on W T K Holdings Berhad official website. Saya mengesahkan bahawa saya telah membaca dan mengakui Kod Etika Pembekal WTK yang tersedia di laman web rasmi W T K Holdings Berhad.		

Remark: Please attach all supporting documents and signed Acknowledgment Form / *Catatan: Sila lampirkan dokumen sokongan.*

Signed for and on behalf of the Supplier,

_____

Name:
Designation:
Date:
Company Stamp (if applicable)

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Appendix 1

Supplier Acknowledgment Form

We, _____, as the Supplier, hereby acknowledge that we have read, understood and accepted the WTK Supplier Code of Conduct. We agree to comply with the provisions outlined therein, including any future amendments that may be made and published on the official WTK website.

Signed for and on behalf of the Supplier,

_____

Name: _____
Designation: _____
Date: _____
Company Stamp (if applicable)

Lampiran 1

Borang Pengesahan Pembekal

Kami, _____, sebagai Pembekal, dengan ini mengesahkan bahawa kami telah membaca, memahami dan menerima Kod Tatakelakuan Pembekal WTK. Kami bersetuju untuk mematuhi semua peruntukan yang dinyatakan di dalamnya, termasuk sebarang pindaan pada masa hadapan yang mungkin dibuat dan diterbitkan di laman web rasmi WTK.

Ditandatangani bagi pihak Pembekal,

_____

Nama: _____
Jawatan: _____
Tarikh: _____
Cop Syarikat (jika berkenaan)