



Meinhardt (Thailand) Ltd.

# Sustainability Report 2020



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# Message from our Managing Director

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*"Our philosophy is simple; our clients' need are paramount"*

Managing Director / Shareholder, Meinhardt (Thailand) Ltd.  
Director / Shareholder, Meinhardt Asia Pty Ltd.  
Group CEO – South Asia, Shareholder, Meinhardt Group International Limited.

At Meinhardt, we are strong believers in the notion that the strength and success of a company lies in the quality of its people. While we have instituted standard QA procedures, we believe that this alone is not enough, as ultimately success is up to the excellence of individuals.

The key to our success has been hiring quality people with exceptional talent and experience across the various practice areas.

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## MEINHARDT SUSTAINABILITY IMPLEMENTATION

### Introduction

The Meinhardt Group is an international multi-disciplinary firm of consulting engineers maintaining permanent offices in Australia, Hong Kong Singapore, Bangkok and other 47 offices worldwide. The group has been operating in Asia since 1973 and Australia since 1955.

Meinhardt (Thailand) Ltd. (know hereafter as “Meinhardt”) was established in 1991 and provides a total engineering team approach to consulting in civil, structural, geotechnical, mechanical, electrical, plumbing, fire protection engineering services, project management, construction management, lighting, transportation, and façade design as well as environmentally sustainable designs.

As well as working on numerous and varied commissions in Thailand, covering the full range of consulting engineering services and applications, Meinhardt is also actively involved in many prestigious projects throughout South-East Asia.

Projects are carried through all phases of planning, economic viability, engineering design, tendering, construction supervision, inspection, testing and establishment of operating and maintenance procedures.

Meinhardt has also taken a sustainability business approach to creating long-term value by taking into consideration how our organization shall operate, not only in the economic but also in the ecological and social landscapes, and develop strategies based on this assumption in order to foster longevity of the organization.

This report, Meinhardt (Thailand) Ltd. Sustainability Report 2020, summarizes a description of practical actions and measurements of outcomes of our implementation regarding this sustainability business approach.



## MEINHARDT SUSTAINABILITY IMPLEMENTATION

### Vision, Values and Mission

Meinhardt integrated management system combines the Quality, Environmental and Occupational Health & Safety management Systems into one. From the late 2010s, sustainability has been integrated into Meinhardt's vision and mission to create enhanced value for our business and stakeholders. Our sustainability vision and mission support our business objectives and long-term sustainable growth strategy.

#### Vision

Meinhardt aims to be the leading Engineering Consultancy Company in Thailand and one of the leading Engineering Consultancy Companies in the region.

#### Core Values and Mission

##### Core values

We embody:

- Professional Excellence: We strive for excellence and quality in everything we do.
- Customer Focus: Clients' needs are paramount.
- People and Personal Development: Our people are our greatest asset.
- Integrity: This is the core of everything we do.

##### Mission

Meinhardt endeavors to ensure our clients achieve their goals through our innovative and high-quality engineering services exceeding their expectations, to ensure environmental sustainability in our operations and to ensure wellbeing of our people. We deliver these by:

- We stay up to date professionally and use cutting edge technology to enable us to provide our services in the most efficient and innovative ways.
- We endeavor to ensure our clients achieve their goals by understanding their needs.
- We strive to exceed our clients' expectations through our high-quality services.
- We ask our clients what we could do better, then implement their suggestions promptly.
- We provide our people with feedback, coaching, and mentoring in order to develop their highest potential.
- We promote a culture of respect and care.
- We value lifelong learning.
- We abide by the law and are committed to the highest standard of ethics and integrity.
- We are honest and straight-forward with each other.



## MEINHARDT SUSTAINABILITY IMPLEMENTATION

### Policies

#### MEINHARDT'S QUALITY, ENVIRONMENTAL, HEALTH & SAFETY POLICIES



Meinhardt (Thailand) Ltd.  
Co. Reg. No. 0105534077670

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[www.meinhardt.net](http://www.meinhardt.net)  
[www.meinhardtgroup.com](http://www.meinhardtgroup.com)

Meinhardt (Thailand) Ltd. is an international multi-disciplinary company of consulting engineers. Meinhardt (Thailand) provides design and consulting engineering services in the fields of Civil & Structural, Mechanical & Electrical, Environmentally Sustainable Designs, Lighting, Transportation, Façade, Project Management, and Construction Management.

Meinhardt (Thailand) endeavours to ensure our clients achieve their goals through our innovative and high-quality engineering services exceeding their expectations, to ensure environmental sustainability in our operations and to ensure wellbeing of our people. We deliver these by:

- Striving to understand and exceed our Clients' expectation in a timely and responsive manner;
- Providing cost effective, innovative and buildable solutions;
- Doing our work right the first time;
- Prescribing our servicing work procedures and regularly check that they are followed on our projects;
- Maintaining a good work environment with the required hardware and software as well as staying current with cutting edge technology, latest design standards and industrial trends to enable us to provide our professional services in the most efficient ways;
- Recruiting and retain highly motivated competent people;
- Developing and train our people to their highest potential;
- Promoting environmentally friendly culture, prevention of pollution and protection of the environment in our operations;
- Promoting Health and Safety in our workplace both at main and site offices to prevent injury and ill health and to promote the wellness of our staff;
- Committing to comply with all legal requirements, compliance obligations and to the highest standard of ethics and integrity.
- Committing to continually improve the effectiveness of the integrated management system.

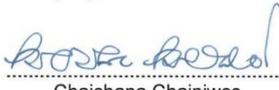
In order to achieve these, it is important that Meinhardt clearly understand our client's, other interested parties' and relevant requirements, and implement and maintain an effective integrated management system.

The Integrated Management System adopted by Meinhardt is based on the requirements of ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018. It is established to meet these objectives and reflect our management attitude to commit to understand, comply and meeting contractual and other obligations so that our clients, our business partners, ourselves as well as the public as a whole can benefit from this endeavour.

Therefore, all our people shall be required to understand, implement and maintain the Integrated Management System in so far as it relates to their individual functions within the company.

  
John Pollard  
Managing Director



  
Chaichana Chainiwes  
Director and IMR

IMS POLICIES

ISSUED DATE : 22 / 02 / 2021

REV : D

Abu Dhabi • Adelaide • Bahrain • Bangkok • Beijing • Brisbane • Chennai • Danang • Doha • Dubai • Hanoi • Ho Chi Minh City  
Hong Kong • Jakarta • Jeddah • Karachi • Kuala Lumpur • Kuwait • Lahore • London • Macau • Manila • Melbourne • Muscat  
New Delhi • Riyadh • Shanghai • Shenzhen • Singapore • Sydney • Tripoli • Yagon



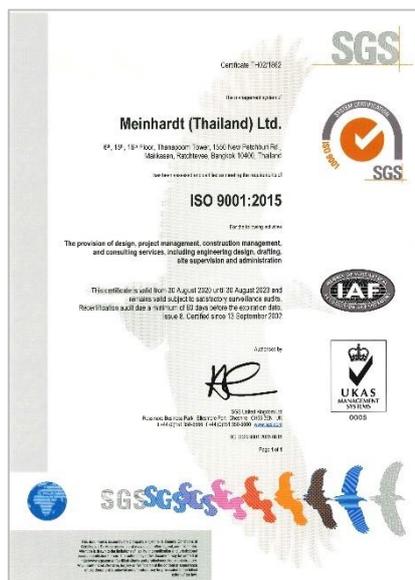
## MEINHARDT SUSTAINABILITY IMPLEMENTATION

### Certifications

We are accredited to the following standards and certified by the following organizations.

- ISO 9001:2015: Quality Management System (by NAC Thailand and UKAS).
- ISO 14001:2015: Environmental management system (by UKAS).
- ISO 45001:2018: Occupational Health & Safety management system (by UKAS).
- Thailand’s Private Sector Collective Action Against Corruption Membership (by Thailand’s CAC).

#### ISO 9001:2015: Quality Management System



#### ISO 14001:2015: Environmental Management System



#### ISO 45001 (2018): Occupational Health & Safety Management System



#### Thailand’s Private Sector Collective Action Against Corruption (Thailand’s CAC)



## GOVERNANCE

### Corporate Governance

#### Performance Summary



Meinhardt is committed to conducting its business in accordance with strict standards of honesty and integrity. And to ensure this is achieved, since 2015, Meinhardt has established Meinhardt Anti-Corruption Program and the associated Staff Manual. This Staff Manual includes measures to be followed to comply with international anti-corruption legislation.

This program of measures has been formally approved by the Board of Directors and includes specific practices that must be followed regarding compliance with laws, corrupt conduct, bribery, fraud and behavior, both internally and externally. The program also includes mechanisms whereby employees and others can report suspected cases of discrimination, corruption, fraud or other illegal or unethical activity without fear of reprisal.

There is also a mechanism which requires all staff, including senior management and Directors, to comply with the requirements set out in the Staff Manual and to confirm in writing that they will do this, on an annual basis. Adhering to the requirements set out in the Staff Manual both provides a safe and ethical work environment, plus ensuring that we operate with zero tolerance to corruption and that we interact with all relevant parties with honesty and integrity to the highest level.



## GOVERNANCE

### Policy

# MEINHARDT (THAILAND) ANTI - CORRUPTION POLICY

Meinhardt (Thailand) Ltd. and all its subsidiaries (Meinhardt from hereafter) are committed to conducting its business in accordance with strict standards of honesty and integrity and to highest levels of professionalism and ethical behavior in delivering its services. Meinhardt’s culture values transparency and accountability in its administrative and management practices and we are committed to ensuring the company, its officers and employees, act at all times in compliance with the laws.

Meinhardt will report promptly to the authority(ies) whenever it knows or is informed by a reliable source, that a client, supplier, sub-contractor or other participant (including employees) in a Meinhardt project is acting illegally or unethically.

Meinhardt will consider reviewing its relationship with an associate or a company who commits or is suspected to have committed bribery or is acting illegally or unethically.

Employees found to be in breach of the Anti-Corruption Policy, the Anti-Corruption Procedures and the Code of Conduct will be subject to Meinhardt disciplinary action.

### STATEMENT OF POLICY:

Meinhardt’s personnel shall not permit any use of the funds or other assets of the company for any unlawful or improper purpose.

Meinhardt’s personnel shall not make, or authorize anyone to make on the behalf of the Company, any payments or gifts or offers or promises to pay money or give anything of value to or for the benefit of any person, including any public official, that is or may appear to be related to obtaining or retaining business with any person, directing business to any person, obtaining any other advantage in the conduct of business, or inducing or rewarding the improper performance by any person of any function or activity or consent to, or connive in, any of the aforementioned.

Meinhardt’s personnel shall not make contributions of funds, facilities or services of any kind to political parties or officials or candidates for office to obtain their support for executive, legislative, administrative or other action favourable to the Company.

Meinhardt operates a strict zero tolerance approach to bribery, fraud and other serious misconduct such as theft and corruption.

Meinhardt will maintain processes to enable staff and any external parties to raise concerns they may have with respect to non-compliance with this Policy in confidence. Staff must and external parties are encouraged to report any such concerns.

The books and records of the Company must reflect, accurately and fairly, the transactions of the Company and dispositions of its assets. No undisclosed or unrecorded funds or assets are to be established for any purpose.



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## GOVERNANCE

### Risk Management

We handle the corruption risks by carrying out the Anti-Corruption Risk Assessment process annually. In the process, corruption risks from all our activities and functions are identified. The risk level of each risk is evaluated based on its likelihood and impact. Controls for each risk are then determined based on the risk level of each risk. The review on the effectiveness of the controls is also carried out during the annual Anti-Corruption Risk Assessment process.

For 2020, the process was completed in September 2020. There were 3 risks with risk level of Medium Level. The rest were risks with risk level of Low Level. There were no risks with risk level of High or Extremely High Level.

The three risks with risk level of Medium Level, i.e., “Red Flag” for our operation are as follows.

- Building Construction permit submission process for commercial projects or industrial projects which are not located in industrial estate.
- Bribe or kickbacks to any parties to win or after winning any government projects.
- Neglecting the quality or schedule of the works under Meinhardt’s supervision while gaining any personal benefits.

The controls for the above risks are currently deemed as appropriate and efficient.

### Legal Compliance

Obeying the law, both in letter and in spirit, is the foundation of which Meinhardt’s ethical standards are built.

For Meinhardt, we established, implemented, documented and maintained a system to explain how the information regarding its legal (and other requirements) is obtained, and how it made that information known to relevant functions within the company and incorporated into the integrated management system. We do this by employing the Procedure Review of Compliance Obligations. All relevant legal (and other) requirements are reviewed twice annually.

For 2020, the main legal requirements related to us were all COVID-19 related regulations and the (now postponed) Personal Data Protection Act.



## GOVERNANCE

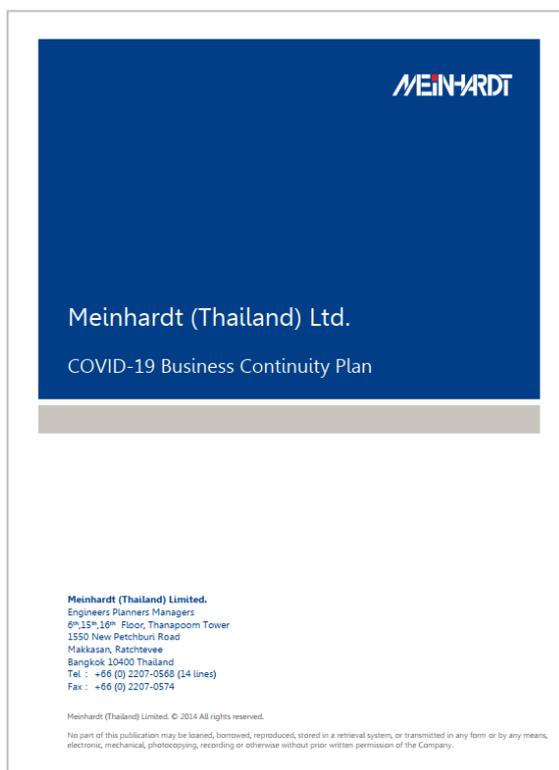
### Internal Controls Audit

Meinhardt established, implemented, documented, and maintained an Internal Controls Audit Procedure to provide assurance to the management regarding the internal controls system. Internal Controls Audit is performed on Meinhardt Internal Controls System and on all countering bribery procedures once a year.

For 2020, AM Audit performed the audit task during the months of July, 2020 to November 2020. The audit report was provided with seven findings. Corrective actions were proposed and carried out to all the finding points to the satisfaction of the Auditor.

### Business Continuity Management

For 2020, Meinhardt has prepared and issued the Meinhardt (Thailand) Ltd COVID-19 Business Continuity Plan to the clients. The purpose was to enable Meinhardt working teams minimized disruption to their operations and to ensure that business remained viable in the event of any disruption to normal day to day business operations.



## GOVERNANCE

### Supply Chain Management

#### Performance Summary

<b>Performance Summary</b>	<b>Sub-Consultants</b> <small>(Quantity/%)</small>	<b>Suppliers</b> <small>(Quantity/%)</small>
<b>TARGET 100%</b>		
Risk assessment of third parties	1 / 100%	4 / 100%
Third Parties acknowledgement of Meinhardt’s ACP	20 / 100%	8 / 100%
Third parties abided to NDA	20 / 100%	N/A
Third parties acknowledged of Meinhardt’s Sub-Consultants and Suppliers Code of Conduct	20 / 100%	9 / 100%

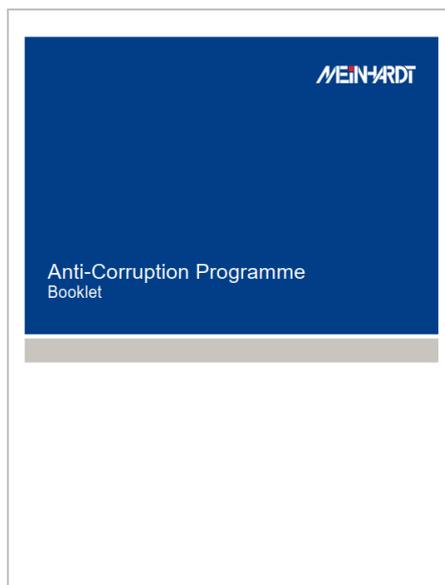
**TARGET FOR 2021**  
For 2021, we will keep the same target for these objectives and will work harder to achieve it.

#### Third Parties Management

Meinhardt is committed to fulfilling its social responsibility to a global recognized level, achieving sustainable and sound performance, and sharing growth with its Third Parties.

We do that by employing the Procedures Control of Sub-Consultant and Purchasing which provide processes for third parties management, i.e., the background check and risk assessment of third parties, the control of high-risk third parties, the acknowledging of Meinhardt’s Anti-Corruption Programme, the abiding to the Non-Disclosure Agreement and the Single-Source/ Price Justification.

**Meinhardt’s Anti-Corruption Programme Booklet**



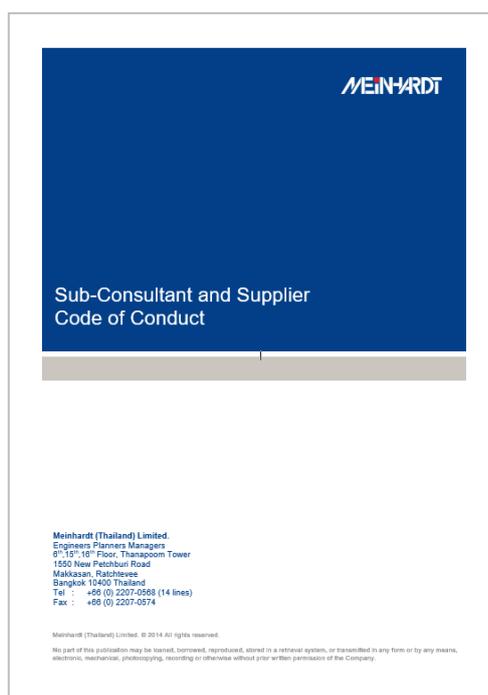
## GOVERNANCE

### Sub-Consultants and Suppliers Code of Conduct

In 2020, Meinhardt has provided the Meinhardt Sub-Consultant and Supplier Code of Conduct to ensure that its Sub-Consultants and Suppliers fully comply with all applicable laws and regulations, establish a management system where workers are respected by ensuring safe working environment, and operate their business in an ethical and responsible manner.

There is also a mechanism which requires all Sub-Consultants and Suppliers who provide services or goods for Meinhardt to adhere to the requirements set out in the Meinhardt Sub-Consultant and Supplier Code of Conduct in order to achieve the goals mentioned.

#### Meinhardt's Sub-Consultant and Supplier Code of Conduct



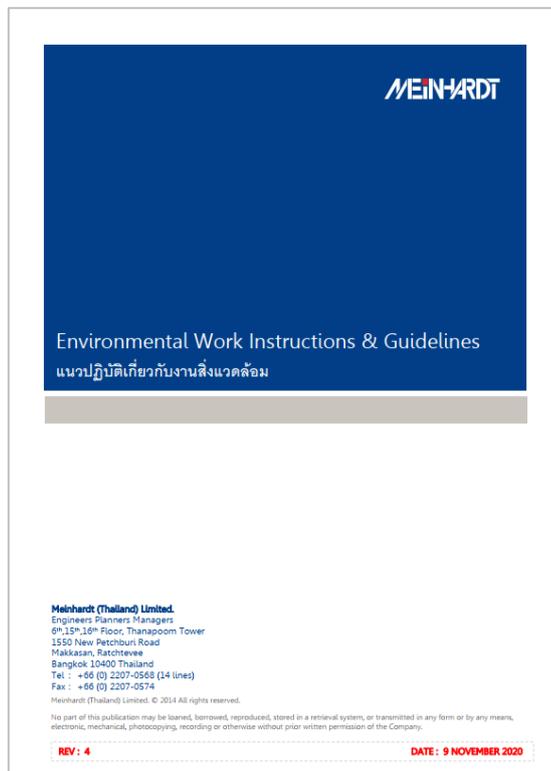
## ENVIRONMENT

### Our Operation

Meinhardt established, implements, documents and maintained a system to identify environmental aspects and related impacts that the company can control, and determine those which are significant to the company.

The Procedure Environmental Aspect Assessment is used to assist the company to identify how our activities and operations affect the environment by identifying the aspects, setting the priority to them, using the Integrated Management System to manage, control, improve upon the impacts and continually improve the system. We carried out this process twice a year. And from the latest assessment, the usage of paper and hazardous waste were the significant aspects from our operations. We have issued the Environmental Work Instructions & Guidelines and communicated to our staff regularly regarding this matter.

#### The Environmental Work Instructions & Guidelines



## ENVIRONMENT

### Performance Summary

PERFORMANCE SUMMARY		Results 2020	Target 2020	Target 2021
	<b>Usage of paper:</b> Recycle the paper (paper usage): Recycling used paper:	Reduced by 58.7% Increased by 175.7%	Reduced by 30% Increased by 20%	Reduced by 30% Increased by 20%
	<b>Hazardous waste:</b> Collected and disposed to collector	100%	100%	100%
	<b>Waste segregation:</b>	90%	90%	90%
	<b>Energy consumption :</b> (2019 = 257,870.3 KWhour, 2020 = 251,452.1 KWhour )	2.5% reduction from previous year	2% reduction from previous year	2% reduction from previous year

### Usage of Paper

The usage of paper is one of our significant aspects. Since 2015, we have tried to control the usage of paper and at the same time instill the concept of conserving natural resources to our staff. We have done this by instructing our staff to reduce the usage, to gradually turn our operation to be paperless as much as we can and to collect the used paper for recycling purpose.

#### Hazardous Waste

Hazardous waste is the other significant aspect from our activities. Since 2015, we have tried to control on this significant aspect by having waste segregation process at our workplace. By doing this, not only we are able to prevent the releasing of pollution to the environment, but we are also able to collect waste for recycling purpose as well as instilling the environmentally friendly concept to our staff.



## ENVIRONMENT

### Energy Consumption

We have tried to conserve the energy consumption as much as we can. This is another way we can contribute to help conserving natural resources and the environment. Since 2015, we had made available the instructions & guidelines regarding energy conservation to all staff. The energy consumption (per staff) has since continuously been in decline.

### 5 ways to reduce energy consumption

- Switch off lights and unused appliances**  
 Switch off or unplug lights, appliances, changers and lamps when you're not using them - this can save up to 20% off your next energy bill.
- Use energy efficient light globes**  
 Lighting account for up to 15% of household energy use, so switch to energy efficient globes, like LED and fluorescents, when your globes give up the ghost - they use up to a whopping 75% less energy!
- Shutdown your computer**  
 Computers are some of the biggest energy users in office building. Turn your monitor off at night and ditch the screen sever. Opting to shut down over using a screensever does not affect your computer's lifespan - so power down.
- Switch to green power**  
 Switch your electricity to "Green" power - which is generated from clean renewable sources such as the sun, wind, water and waste poer, rather than coal where possible.
- Awareness and Monitoring**  
 Ensure staff (and guests) are aware of how they can help in green effort.  
Monitor your energy consumption and adjust accordingly.

Source: blackmores.com.au



## ENVIRONMENT

### Greenhouse Gas Emissions

The Greenhouse Gas Emission and Climate Change has now become one of the biggest global issues. Meinhardt (Thailand) strives to take part in resolving problems and mitigating impacts from climate change while transitioning into the low carbon society according to the Paris Agreement.

We have established measures and guidelines to reduce our greenhouse gas emissions or carbon footprint. These were included in the Environmental Instructions & Guidelines that we made available to our staff in 2020.

**SIMPLE WAYS TO REDUCE CARBON FOOTPRINT**

Let's help make the world a better place by changing our lifestyle habits to reduce carbon emissions.

**A. MANAGE OFFICE EQUIPMENT**  
POWER DOWN OR UNPLUG ALL ELECTRONIC DEVICES WHEN NOT IN USE.

**B. PURCHASING OFFICE EQUIPMENT**  
LOOK FOR ENERGY STAR –QUALIFIED OFFICE EQUIPMENT, SUCH AS COMPUTERS, COPIERS, AND PRINTERS, LIGHTING, HEATING AND COOLING EQUIPMENT, AND COMMERCIAL APPLIANCES.

**C. REDUCE, REUSE, RECYCLE**  
REDUCING, REUSING, AND RECYCLING AT THE OFFICE HELPS CONSERVE ENERGY AND REDUCES POLLUTION AND GREENHOUSE GAS EMISSIONS.

**D. USE LESS ENERGY FOR YOUR COMMUTE**  
SWITCHING TO PUBLIC TRANSPORTATION, CARPOOLING, BIKING, OR TELECOMMUTING CAN SAVE ENERGY AND REDUCE GREENHOUSE GAS EMISSIONS ON YOUR WAY TO AND FROM WORK.

**E. USE GREEN POWER**  
GREEN POWER IS ELECTRICITY THAT IS GENERATED FROM RENEWABLE ENERGY SOURCES SUCH AS WIND, SUN, GEOTHERMAL, AND BIOMASS.

**F. GETTING INVOLVED**  
GETTING INVOLVED IN SUSTAINABLE ACTIVITIES AT WORK CAN BE A FUN AND EASY WAY TO IMPROVE OUR SKILLS AND EXPERTISE

**MEINHARDT** MORE INFORMATION SCAN



## ENVIRONMENT

### Single-Use Plastic

Meinhardt (Thailand) is fully committed to ensuring the reduction of single – use plastics (SUP) in compliance with the MTL’s IMS Policies and related upcoming Thailand’s waste regulations to improve and protect the health of our waterways and environment by banning single – use plastics and educating our staff to enable change.

We have established measures and guidelines to reduce or if possible, ban the consumption of SUP in our operation. These were also included in the Environmental Instructions & Guidelines that we made available to our staff in 2020.

# Let's Say 'NO' To SINGLE-USE PLASTIC

"บอกเลิก" การใช้พลาสติกใช้ครั้งเดียวทิ้ง

### WHAT IS SINGLE-USE PLASTIC?

พลาสติกใช้ครั้งเดียวทิ้งคืออะไร?

Single-use plastics can be described as any disposable plastic item that is designed to be used only once. Example of single-use plastic below;  
พลาสติกใช้ครั้งเดียวทิ้ง คือ พลาสติกที่ออกแบบมาเพื่อการใช้แค่ครั้งเดียว ตัวอย่างของพลาสติกใช้ครั้งเดียวทิ้ง มีดังนี้



Plastic bag  
ถุงพลาสติก



Plastic Straw  
หลอดพลาสติก



Plastic Bottle  
ขวดพลาสติก



Styrofoam  
กล่องโฟมบรรจุอาหาร



Plastic Cup  
แก้วพลาสติก

### 7 TIPS TO REDUCE SINGLE-USE PLASTIC!

7 วิธี ลดการใช้พลาสติกครั้งเดียวทิ้ง

**1** Bring your own shopping bag  
พกถุงผ้าเวลาไปซื้อของ

**2** Carry a reusable water bottle  
พกกระติกบรรจุน้ำดื่มแบบใช้ซ้ำได้

**3** Bring your own cup  
พกแก้วน้ำส่วนตัว



**4** Pack your lunch in reusable containers  
ใช้กล่องบรรจุอาหารแบบใช้ซ้ำได้

**5** Say no to plastic straw  
งดใช้หลอดพลาสติก

**6** Skip the plastic produce bags  
หลีกเลี่ยงการใช้ถุงพลาสติกบรรจุสินค้าเป็นจำนวนมาก

**7** Chose biodegradable containers over the styrofoam  
เลือกใช้พลาสติกชีวภาพที่สามารถย่อยสลายได้แทนการใช้ภาชนะโฟม



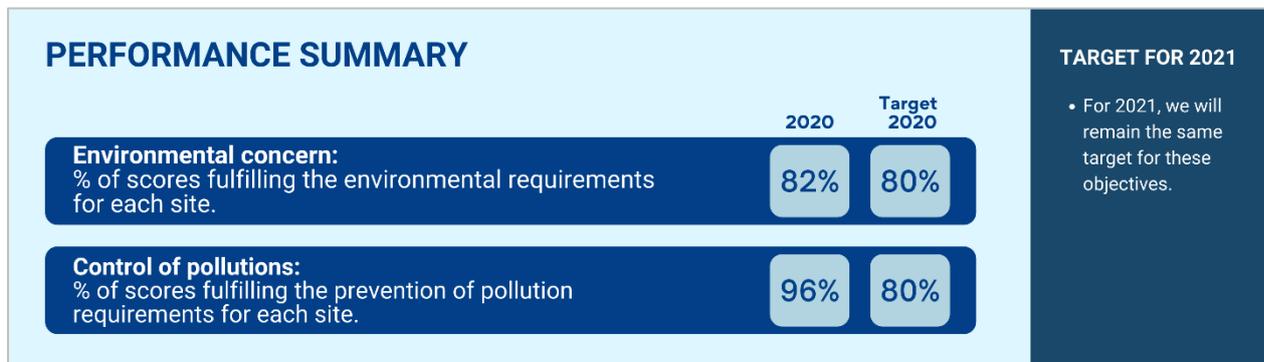
More Information see: MTL ENVIRONMENTAL WORK INSTRUCTIONS & GUIDELINES



## ENVIRONMENT

### Our Construction Management Sites

#### Performance Summary



#### Environmental Concerns

From the Health, Safety and Environmental (HSE) inspection process (refer to page 23), that we applied to the construction sites we manage, controlling of the issues that would affect the environment or the neighbors or the community are the main aim. Noise and vibration controls, waste controls, dust controls are amongst the main issues.

#### Control of Pollutions

Apart from the environmental concerns, prevention of releasing pollutions to the environment is the other main aim. And controlling of hazardous substance and controlling of wastewater are amongst the main issues for the controlling of pollution at the construction sites we manage.



## PEOPLE AND SOCIETY

### Our Operation

#### Performance Summary

PERFORMANCE SUMMARY	2020	Target 2020	<b>TARGET FOR 2021</b> • For 2021, we will remain the same target for these objectives.
Accidents	0	0	
Loss time due to accidents	0	0	
Staff wellness scores	80.1%	80.0%	

#### Occupational Health and Safety

Meinhardt established, implemented, documented and maintained a system to identify health and safety hazards, assessed risks associated with them and determined the necessary controls. A consistent risk analysis process is used to identify hazards, assess risks, determine controls, implement controls, monitor & review and manage changes.

The H&S Risk Assessment Procedure is used to assist the company to identify how our activities and operations affect health and safety by identifying the hazards, setting out the priorities for them, using the Integrated Management System to manage, control, improve upon the performance and continually improve the system. We carried out this process twice a year. And from the latest assessment, Office Related Sickness, Stress, Earthquake, Fire, Electric Shock, Air Pollution, Traveling Hazard and Spreading of COVID-19 Coronavirus are our high H&S risks (Moderate Level) for main office staff while Fire, Air Pollution, Working in Confined Space, Electric Shock, Dust Shock, Hit by Falling Object or Collapsing Equipment, Injured by Local Wildlife, Exposing to Extreme Light, Traveling Hazard, Hit by Lightning and Spreading of COVID-19 Coronavirus are our high H&S risks (Moderate Level) for site staff from the latest risk assessment.

We have issued the Safety Instructions & Guidelines and communicated to our staff regularly regarding this matter.





## PEOPLE AND SOCIETY

### Personal Development

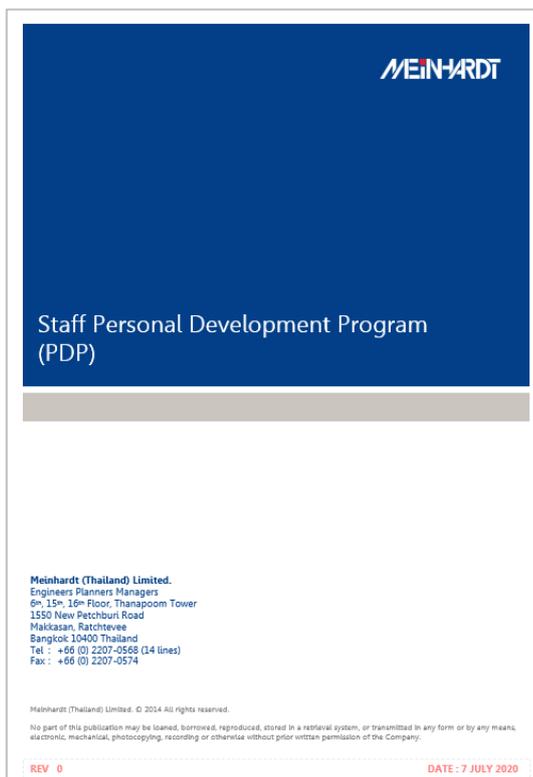
At Meinhardt, we value our people, and we are committed to provide our people with feedback, coaching and mentoring in order to develop their highest potential while we also value lifelong learning. In 2020, we have developed the Personal Development Program (PDP) to be used in our organization. The PDP starts from once a staff has joined the company until the resignation or retirement.

There are 4 stages of the PDP:

- i) Happy Buddy Program: This program is intended for Newcomers who might benefit from a little bit of extra support and guidance during the first 3 months of employment (or probation period).
- ii) Graduate Training Program (GTP): This program is intended for new graduates during the next 21 months after the probation period. It is considered that the best way to build up this asset is to offer them training and working environment and experience leading to becoming skillful and qualified engineers.
- iii) Continuous Professional Development Program (CPD): This program is intended for staff of all levels for continuous development or lifelong learning of each staff which is an ongoing necessity in the ever-changing technological world.
- iv) Mentorship Program: The purpose of this program is to align the career development of the mentees with the Company Vision and Strategic Goals, with a view to nurture future leaders of the company.

The COVID-19 situation has halted the implementation of our PDP, however; we aim to launch the PDP in 2021 or once the COVID-19 situation is cleared and our operation is back to normal.

#### Meinhardt’s Personal Development Program (PDP)



## Human Rights

### Performance Summary



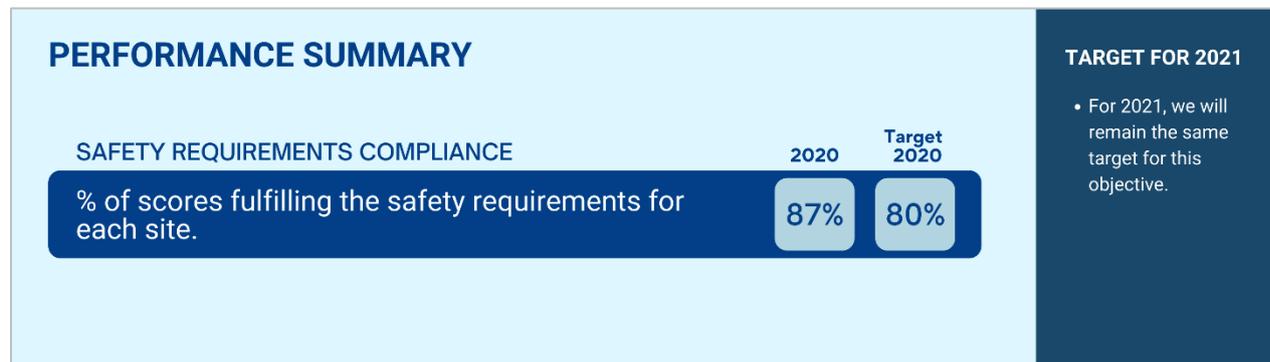
The diversity of Meinhardt’s employees is a tremendous asset. Meinhardt is committed to maintaining a diverse workplace where every employee is treated with respect fairness, and equality, free from harassment. The policies regarding discrimination, harassment and sexual harassment has been included in our Code of Conduct and Staff Manual from the beginning. In 2020, we have added further policies regarding collective bargaining, freedom of association to our Code of Conduct and Staff Manual and added Minority/Women Owned Business as a Preferred Source in our Single Source/Price Justification Guidelines.



## PEOPLE AND SOCIETY

### Our Construction Management Sites

#### Performance Summary



Meinhardt not only maintained a system to control health and safety hazards and related impacts from our own activities, but we also applied that to which we have influence over, i.e., the construction sites we manage. Since 2018, we have monitored this by carrying out Health, Safety and Environmental (HSE) inspection on the construction sites we managed on a quarterly basis. If shortcomings are found on any areas, our teams would the communicate and instruction the site people (i.e., the contractors) to make the required improvements to them.

The HSE inspection covers all areas of health and safety, i.e., Welfare Facilities, First Aid/Medical Facilities, Site Security, Work Permit, PPE, Fire Protection, Work in Confined Space, Mechanical/Electrical, Scaffolding/Ladder, Lifting Operation, etc. And in 2020, we have included COVID-19 Pandemic Control in the inspection checklist too.

