



UNITED NATIONS GLOBAL COMPACT

COMMUNICATION ON PROGRESS
2021



DECEMBER 31TH 2021

DYNAPACK ASIA
Sustainability team

MESSAGE FROM CEO

Mr. Tirtadjaja (Tony) Hambali

Plastic plays a vital role in our life on the planet today. As years and decades went by, the use of plastic increased and ultimately the amount of plastic waste boomed in the Environment. Seeing consequences caused by mismanaged plastic waste, such as pollution of our oceans or landfills, we realized that plastic manufacturing - starting by us, Dynapack Asia - needs to take significant steps to solve the environmental challenges of plastic production and its use in the 21st century.



This is why since 2018 we started to engage in external initiatives, such as the Ellen McArthur foundation, The Valuable 500, Science Based Targets and United Nation Global Compact.

As we continue to grow and expand, we are committed to strengthen our business Sustainability. We started to reduce our environmental footprint by decreasing our emissions, managing waste effectively, and using more recycled materials to support a circular economy. We aim to do more with less. In parallel, our Operations also aim to further improve social and economic benefits for employees, communities and countries we operate in.

Dynapack Asia target to do what's right in every aspect of our business. In 2021, we defined our new 2030 Sustainability Goals, aligned with the United Nations SDGs. By operating responsibly and ethically, for people and the planet, we believe our business will continue to drive positive change for the region as we strive to do better.

TABLE OF CONTENT

1.	Message from CEO & Sustainability Direction	1
2.	Table of Content	2
3.	About Dynapack Asia	3
4.	Company Profile	4
5.	About this report	5
6.	Dynapack Asia – Sustainability Goal 2030	6
7.	Human Rights	
	1. Equal opportunity and treatment in employment	7
	2. Safe work environment	9
	3. Social Security Coverage	14
	4. Migrant Workers	14
8.	Labor Rights	
	1. Social dialogue and workers' representation	15
	2. Work that should be abolished	16
	3. Employment Opportunities Anti-discrimination	16
9.	Ethics: Anti-Corruption & Anti-Bribery	
	1. Anti-Corruption & Anti-Bribery Policy	17
	2. Anti-Corruption & Anti-Bribery Training	17
10.	Environment	
	1. Reducing our Environmental footprint	18
	2. Promote Circular Economies	20
	3. Environmental KPIs	22
11.	Appendix	
	Appendix 1: GRI Index	24
	Appendix 2: Sustainability Roadmap	26
	Appendix 3: Audit and Certification	30
	Appendix 4: Dynapack Asia Employee Handbook	32
	Appendix 5: Dynapack Asia Code of Conduct	37

About Dynapack Asia

Dynapack Asia is a leading Rigid Plastic Packaging and Components manufacturer in Southeast Asia and China, serving local and multinational customers in the region. It operates over 24 manufacturing sites across Indonesia, China, Malaysia, Thailand, Singapore and Vietnam. Our factories use various manufacturing processes, with extrusion blow moulding and injection moulding being its main ones. We manufacture bottles, jars, caps and closures as well as precision injection moulded parts for the personal and baby care, food and beverage, home cleaning, lubricant, pharmaceuticals and automotive industries just to name a few.

Over last years, our growing focus on Sustainability made us look at how we could lower our carbon footprint and participate into the new Circular Economy for Plastics, as well as contributing positively to employees and communities.

Our Vision

By continuously improving our ability and the technology that we supply to multinational customers across Asia and local clients, Dynapack aims to become Asia's leading total solutions rigid packaging and plastics provider. Our 'best of breed' management disciplines and expertise, propels us to become one of the most well recognized and respected plastic manufacturers in Asia.

Our Mission

Dynapack Asia's esteemed board of directors headed by CEO Mr. Tirtadjaja (Tony) Hambali, is comprised of a team of reliable and innovative members that ensures all processes flow according to the company mission statement.

- To provide total solutions for our customers through exceptional quality and service by anticipating their changing needs and responding creatively and competitively.
- To build a best-in-class workforce.
- To achieve profitability and create lasting value for our shareholders and employees.
- We are committed to respect for the Environment and to the improvement of the communities in which we operate.

Company Profile

Company Name	Dynapack Asia
Business Activity & Products	Rigid plastic products manufacturing (Business to Business/B2B)
Location of Headquarter	Tangerang, Banten, Indonesia
Number of Subsidiaries	14 subsidiaries across 6 countries 5 countries in South East Asia Region and 1 North Asia, China
Number of Factories & Location	Total 30 factories in Asia: <ul style="list-style-type: none"> • 15 factories in Indonesia • 2 factories in Thailand • 6 factories in Vietnam • 3 factories in Malaysia • 1 factory in Singapore • 3 factories in China
Market Served	We serve customers across Asia, especially Southeast Asia, to produce baby care packaging, food and beverage, home cleaning, lubricant, pharmaceuticals, and components of automotive industries.
Date of Establishment	1959
Domicile	Tangerang, Banten
Head Office Address	Dynaplast Tower 9 th & 10 th floor Jl. M.H. Thamrin, No.1 Lippo Kowaraci, Tangerang Banten 15143
Telephone	021 546 3111/2
Contact Centre	-
Fax	-
Website	www.dynapackasia.com
Email	For sales inquiry: nbd@dynapackasia.com
Social Media	LinkedIn: Dynapack Asia Instagram: @dynapackasia Facebook: Dynapack Asia

About This Report

This report provides a brief overview of business and operational practices in Dynapack Asia Group. We have joined the UNGC initiative in December 2020 and have defined our 2030 Sustainability Goals this year (2021). Our business is not solely focused on profitability, and our sustainability practices have been around for a long time, and implemented in our operations, especially in terms of Environment.

However, we have now reorganized our strategy to be in line with the UNGC principles so that all regulations become a development that supports each other and provides value to our business.

The report is organized to reflect our three focus areas: Environment, People & Community, Governance. In this report, we have included few case studies from subsidiaries and showing our engagement.

This report contains forward-looking statements. These statements are based on various projections and estimated by Dynapack Asia and its subsidiaries. The policies and practices in doing what is right exist for a long-time, but we need now to structure all the business processes and operational according to UNGC principles and SDGs. By shaping the Sustainability Strategy & Goals in 2021, the action plans required are defined with strategic mapping and specific Key Performance Indicator (KPI), so we could close the gap by time in every aspect of Sustainability.

The environmental aspect has been slightly ahead of other elements when the baseline has been set since 2017. Predictions also come from referenced sources commonly referred to by businesses, and therefore, there is no guarantee that all the strategies and statements will be achieved. Statements include acceptable forecasts and assumptions at the time this report was prepared. The pronoun "the Company" and "we" or "us" refer to Dynapack Asia Group.

Our overall Sustainability strategy

Our strategy is focused around the 3 main themes of Environment, Social and Governance, as well as a 4th theme on Education, which we believe is a long-term driver of positive change for our society.

VISION To be the most Sustainable Plastic Manufacturer in Asia

	Protect our PLANET Environment	Empower PEOPLE Social	Do what is RIGHT Governance
ACTION	 Reduce our Environmental Footprint Promote Circular Economies	 Ensure good working conditions Support Diversity & Inclusion Engage & Help communities	 Adequate Processes & Policies Responsible Sourcing & Supply-Chain External Audits & Reporting
EDUCATE	Teach Good Practices	Scholarship & Advocacy	Influencing Partners

We believe we can contribute mostly to 6 SDGs as defined by the United Nations:

- #4, for Quality Education
- #5, for Gender Equality
- #8, for Decent Work and Economic growth
- #12, for Responsible Consumption and Production
- #13, for Climate Action
- #14, for Life below Water

HUMAN RIGHTS

Principle 1: Business should support and respect the protection of internationally proclaimed human rights

Principle 2: Business should make sure that they are not complicit in human right abuses

Dynapack Asia has only recently reviewed its Social strategic actions, but it does not mean our Human rights practices were not existing before. Human rights principles have been stated in our Employee Handbook and Code of Conduct since years, and have been applied in everyday business processes. By setting up our Sustainability Strategy in 2021, we strive to evaluate what we have done in the past and close the gap for a better alignment of human rights practices according to ILO and other preferences.

1. Equal opportunity and treatment in employment

We have **more than 4,600 permanent employees** across our 6 countries of operations, with the majority (60%) in Indonesia. Making sure all our employees are treated equally and fairly is a priority, without discrimination based on gender, race, color, ethnicity, religion, sexual orientation or any other individual opinion or expression.

Employee Headcount Per Country, Nov. 2021 – Permanent Workers

Country	F	M	Total	% F
China	50	98	148	34%
Indonesia (inc. HQ)	1,184	1,635	2,819	42%
Malaysia	81	201	282	29%
Singapore	24	41	65	37%
Thailand	448	386	834	54%
Vietnam	252	259	511	49%
TOTAL - #	2,039	2,620	4,659	
TOTAL - %	44%	56%		

a. Women Leadership

Our group gender split is fairly balanced, with 44% women, but we want to make sure women leadership in Dynapack Asia will be as strong as our men leadership by 2030. This is why we are now **targeting to have at least 40% women in managerial positions by 2030**. Today, we are at 34% looking at all Management positions across the group (Senior, Middle & Junior). As detailed in below table, our Senior leadership is at 23%.

Actions we are setting up for coming years to improve equality:

- Verify wages and benefits between men and women,
- Increase opportunities and trainings for women to ensure growth at all levels.

Gender Diversity by Level

Level	F	M	Total	%F
CEO & Business Segment	1	4	5	20%
Business Unit	7	23	30	23%
Division	9	27	36	25%
Department	52	103	155	34%
Staff	1,970	2,463	4,433	44%
Total	2,039	2,620	4,659	
Senior leadership	8	27	35	23%

b. Career management

Our Employees are our most valuable asset, so we are trying to create a work environment where they are praised and provided equal support and opportunities for their career development and individual success.

Training

The curriculum for employee training has been defined since 2018, with content mostly related to our production processes and materials we use for our plastic products. Environment, quality management, health & safety are also priorities which are part of the training plan for most of our employees.

From 2022, we will design a more comprehensive curriculum also including leadership, human rights, labor rights and responsible sourcing education.

Last year’s trainings were limited by the Covid-19 pandemic, but we succeeded to roll-out training sessions online, with almost 200 corporate trainings done in 2021:

Items	2020	2021
Number of Corporate Training Sessions	117	194
Number of Employee Exposed to Training	3,148*	7,369*
Total Hours of Training	712	655

* Some employees attended more than 1 training

Performance Appraisal

We have a performance appraisal system that enables managers to value their team objectively. KPIs are designed and discussed one on one with individuals and with the teams. Our performance appraisal results allow employees to capture their career management years ahead and enhance remuneration.

Appraisal Status	ID	VN	MY	CN	SG	HO	All (Exc TH)
Not Yet / Drafted	15%	1%	26%	2%	18%	59%	16%
On Progress	12%	10%	46%	35%	22%	17%	16%
Finalized	72%	89%	28%	63%	60%	23%	68%

We have not yet reached 100% of all employees appraised, as we report 68% for the current year (2021). For 2025, we aim to have 98% appraised employees who have submitted career aspirations.

Apprentice Program

An Apprenticeship Program was started by Dynaplast (original subsidiary in Indonesia) more than 25 years ago (in 1993). This program helped our recruitment and improved skills within the group over the last decades. Since its establishment, the Program has developed more than 400 trainees, and many of them are still within our group at managerial positions.

In the future, we want to keep welcoming young talents and educate them to become leaders in our organization. The Apprenticeship Program is a critical pillar for this with fresh graduates.

Below table shows the last 5 years of trainees who participated in the program. No class could be started in 2020 and 2021 because of Covid-19, but we just hired 16 trainees from the 2019 class (out of 24).

Year	Indonesia	Malaysia	Thailand	Vietnam	Total
2017	18				18
2018	15	1	2	1	19
2019	17		7		24
2020	Postponed due to Pandemic				
2021					

Table: Apprentice Recruitment from 2017

Internal recruitment

We operate an internal job posting system to allow employees to transfer to new posts within the company and or function. Employees could also transfer within country or group according to business needs and career aspiration.

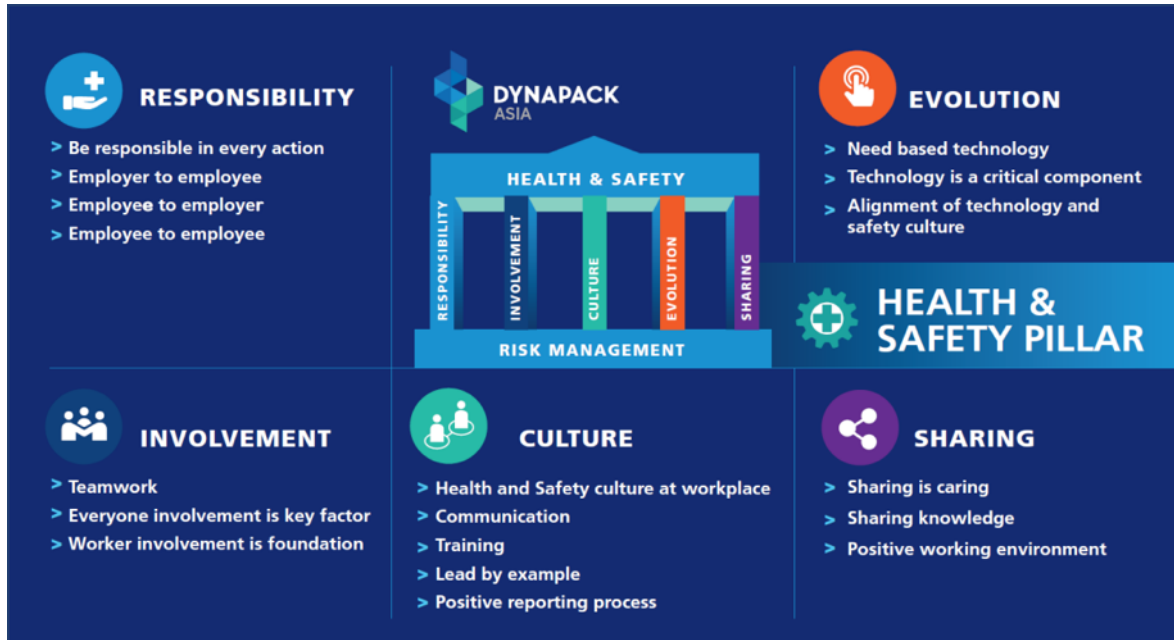
For example, in 2021, we have 15 employees transfer within the group (including within the country), demonstrating we open opportunities first for internal for job rotation and cross-function learning.

2. Safe work environment

We have established a dedicated leadership for Health & Safety end 2019 in order to review, improve and drive excellence on this critical point for our employees. With the Covid-19 pandemic, no proper group Hazard Analysis Risk could be conducted as we focused to provide security and health to our people. However, we still have developed a clear strategy to execute over coming years and ensure 100% Health & Safety to all our employees across all our sites.

a. Occupational Safety Management

Below is our aligned strategy which will allow us to meet health and safety requirements across our operations in South-East Asia and China.



Health & Safety Pillar in Dynapack Asia

We are starting this strategy with good foundations, as **29% of our factories are certified with ISO 45000:1 (Occupational Health and Safety)**, and thanks to above pillars, we will plan other subsidiaries/countries will follow in upcoming years

Infrastructure & Facility Management System

Health and Safety cannot exist without safe buildings. It is mandatory in every site area to perform constant checking on the infrastructure and facilities. The examination performed periodically helps the team define the status of the on-site management system and conduct trainings on compliance with the safety regulations and responses devised for each accident type.

We provide regular training to prepare our employees to respond to safety-related accidents. This includes drills such as fire evacuation and responses to earthquakes and chemical spills. Unfortunately, since Q2 2020, most of these exercises could not be performed because of the Covid-19 pandemic. This started again in 2021 in China, Thailand and few sites in Indonesia, as will be fully resumed in 2022 whenever and wherever possible.

b. Employee Health Management

We support our employees to have good health and well-being by running various health programs. On top of providing mandatory Medical Check-Up (MCU), we also perform activities including extracurricular that promote health: cycling club, yoga sessions, muay-thai and others.

Health campaigns are conducted through various online seminars by Human Resources, which have increased since 2020 and the pandemic situation.

- **Nutrition:** providing nutritious and high fiber foods in the employees canteens, such as vegetables and fruits.
- **Physical:** with the support of sports facilities and adding more physical activity classes for employees. We set up a reminder system to remind our employees to exercise and do physical activities.

These types of campaigns doubled between 2020 and 2021 to boost Employee' physical and mental health in the context of Covid-19. As examples, we had the following training: basic ergonomic, Covid-19 prevention, Comorbidity information, Clean and Healthy Lifestyle.

Sessions	2020	2021
Healthy or Lifestyle Training/Seminar (#)	10	34

c. Work Accidents

The below table is a summary of injuries that happened over 2019 and 2020. Total numbers of LTI and MTI tracked was reduced by more than half, from 31 to 16.

LTI & MTI Report per 2019-2020

Country	Number of Plants 2019	Number of Plants 2020	YTD DEC 2019				YTD DEC 2020			
			LTI*		MTI**		LTI*		MTI**	
			Cases	Lost Hours %	Cases	Lost Hours %	Cases	Lost Hours %	Cases	Lost Hours %
Indonesia	16	15***	30	0.0180%	15	0.0040%	25	0.0205%	7	0.0001%
Malaysia	4***	3***	3	0.0106%	0	0.0000%	2	0.0055%	0	0.0000%
China	2	2	1	0.3376%	0	0.0000%	0	0.1967%	0	0.0000%
Vietnam	4	3***	2	0.0194%	0	0.0000%	1	0.0054%	0	0.0000%
Thailand	2	2	14	0.0389%	16	0.0006%	7	0.0195%	9	0.0005%
Singapore	1	1	2	0.0270%	0	0.0000%	0	0.0000%	0	0.0000%

* **LTI (LOSS TIME INJURY):** An injury that results in the non-attendance by an employee at the start of their next working scheduled shift.

** **MTI (MEDICAL TREATED INJURY):** An injury that results in medical treatment and non-attendance by an employee which can be during a shift but does not prevent the employee from attending the start of their next scheduled shift.

*** **DP09, VM01, KPVN is already CLOSED.**

As we improve our Health & Safety procedures, we are also targeting to have **0 injuries in 2025** and reach **0 accidents by 2030** as part of Sustainability Strategy.

Our HSE policies also apply to our business partners. They have to comply with the provisions to fulfill the agreed contract requirements. This is critical to prevent unwanted incidents for both parties on our sites. An HSE Letter is now being sent to all contractors or vendors coming on site (since October 2021).

Case Study : Covid-19 Response Program

When the pandemic hit in early 2020, we quickly took appropriate and measurable actions in line with the regulations and advice from the government and the World Health Organization (WHO), then instructed our employees to take work from home (WFH) wherever possible.

Only certain operational departments with specific reasons were required to come to work; however, the ones who had to go to office or factory had to follow a mandatory and strict procedures, starting from wearing mask, keeping physical distance, washing hands with soap, work zoning settings, and out town traveling limitation.

There was no reduction of employees or salary due to the Covid-19 pandemic, the Company covered all expenses on health measures related to the work area.

Health and Safety Management against Covid-19: Actions and Protocols

					
Temperature and oxygen checks to enter sites	Travel limitation	Physical distanced work-stations	Work from home when possible	Bubble work groups and shifts and alternates	Extra personal hygiene supplied on site
					
Daily Declaration Contact Tracing	Communication Matrix (Internal and External)	Acceleration of Vaccination Programs	First Aid, COVID Handling Process and Mandatory Training	Site cleaning procedures added and checked	Health Talk & Infection Prevention Control program

Case Study : Covid-19 Response Program (followed)

Human Resources “3T scheme” against Covid-19

Testing	<ul style="list-style-type: none"> • Ensuring employee safety and peace of mind • Early detection of clusters in our operating facilities, • Random antigen (previously serology & antigen) test is conducted on a regular basis in countries with higher cases.
Tracing	<ul style="list-style-type: none"> • All employees are required to conduct a daily declaration • Employees who are found to be positive (antigen/ PCR) are immediately contact traced • Traced individuals are then tested.
Treatment	<ul style="list-style-type: none"> • Classify employees based on the severity of illness • Provide teleconsultations for areas lacking medical services • Vitamin care packages are distributed to less severe cases if not already provided by medical care facility • Oxygen meters and thermometers are provided • Sites are equipped with extra oxygen meters.

Employee Vaccination Program

Dynapack Asia management decided **to support vaccination for employees** ahead of government programs, whenever and wherever possible (Indonesia).

We now have **more than 5,766 employees vaccinated** (including casual workers) across the group, meaning more than 90% of our workforce is protected against severe effects of Covid-19. We still monitor Covid-cases intensively and strive to reach 100% of Employee be vaccinated in 2022

MTD of 14 th Dec 2021	Indonesia	Thailand	Malaysia	Vietnam	China	Singapore
Employees infected ⁽¹⁾	0,00%	0,00%	0,00%	1,66%	0,00%	0,00%
Cases ⁽¹⁾	0	0	0	7	0	0
Mortality ⁽²⁾	11	0	1	0	0	0
Vaccination Rate ⁽¹⁾⁽²⁾ (3 rd dose / 2 nd dose/ 1 st dose)	0% / 94% / 3%	1% / 87% / 8%	0% / 99% / 1%	0% / 77% / 13%	0% / 98% / 0%	18% / 82% / 0%
Available Vaccines	<ul style="list-style-type: none"> • Sinovac • Sinopharm • AstraZeneca • Moderna • Pfizer 	<ul style="list-style-type: none"> • Sinovac • Sinopharm • AstraZeneca • Moderna 	<ul style="list-style-type: none"> • Sinovac • Pfizer-BioNTech • AstraZeneca 	<ul style="list-style-type: none"> • AstraZeneca 	<ul style="list-style-type: none"> • Sinovac • Beijing Biological • CanSino 	<ul style="list-style-type: none"> • Sinovac • Pfizer-BioNTech • Moderna

Sources: Official government data, WHO, Reuters, Bangkok Post
 Notes:
 (1) Positive PCR Report, number of employees = permanent + contract workers + casual worker
 (2) Permanent + Contract + Casual Employee YTD, 14th Dec 2021

3. Social security coverage

We support health checkups and have a group insurance policy to provide optional employee benefits tailored to employee levels. The health insurance management is still different according to national laws in each country, like in Indonesia we provide insurance according BPJS for most of Employee, other countries also have the similar system.

Medical Check Up (MCU) is done annually, the application is still on the way to have 100% achieved. While it was postponed during the pandemic, we replaced it by other activities such as:

- Provision of PPE (masks, gloves, hand sanitizer gel, increased cleaning of offices and factories, various equipment),
- Medical assistance for employees were impacted by Covid-19, and
- Vaccination Program

Country	Employee Covered by MCU in 2019	Remarks
Indonesia	2,261	80%
Malaysia	N/A	MCU only for new-join Employee
Singapore	65	100% - MCU provided by government
Vietnam	511	100% - MCU provided by government
Thailand	857	100%
China	149	100%
Group Total	3,820	82%

4. Migrant workers

We hire few migrant workers across our permanent and casual workers (less than 5%), mostly in Malaysia, Singapore, Thailand, and Indonesia. As we recognize this can be a sensitive area, we will work in 2022 to strengthen employment agencies' labor and human rights management system.

In previous months, we identified a few external vendors of casual workers not respecting policies around identification documents in Malaysia and will make sure we correct such gaps next year.

Country	# Migrant Worker Employee (Non-Local)
Indonesia	2
Malaysia	169
Singapore	32
Vietnam	7
Thailand	1
Group Total	210

LABOR RIGHTS

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
Principle 4: the elimination of all forms of forced and compulsory labor;
Principle 5: the effective abolition of child labor; and
Principle 6: the elimination of discrimination in respect of employment and occupation.

1. Social dialogue and workers' representation

To reinforce our policy on respecting the worker's rights to freedom of association and collective bargaining, we added to include this topic into our Employee Handbook: The Company will respect the rights to freedom of association and collective bargaining following the local labor laws where our worksites operate in order to maintain and develop our cooperative labor-management relations based on mutual trust and integrity.

Activities regarding to Social Dialogue:

- Union is available in every subsidiary according to national law
- Union committee/structure organization is already established in every subsidiary, election by voting also has available;
- Regular meeting has been conducted within Union and with Company, minutes of meeting also available.
- Collective bargaining agreement is also available managed in every subsidiary.

Dialogue and exchange aspiration has been established between Company and Union. Union is actively involved in some of the non-working activities, such as social activities.

Country	Union Presence	# of Employees in Union (end 2020- 2021)	Remarks
Indonesia	✓	2,762	98%
Malaysia	N/A	-	Not possible based on Malaysia regulation
Singapore	N/A	-	No Union
Thailand	✓	834	100%
Vietnam	✓	501	98%
China	✓	149	100%
Group Total		3,422	73%

2. Work that should be abolished: Forced Labor & Child Labor

Dynapack has always put Child Labor restrictions for minimum 18 years old in our entire operations. The principle has also been stated in our Employee Handbook and applied in supplier assessment form- to be fulfilled by suppliers and partners.

We require our suppliers to comply with Dynapack Asia's code of conduct, now we are on the way to strengthening our compliance to tighten our Responsible Sourcing policy and system to minimize any activities that lead to works that should be abolished.

As explained previously, we recently found concerning findings in Malaysia in an area involving migrant workers. A third-party supplier employing migrant workers retains identity documents and performs wage management not aligned with our standards. We are currently working to correct the situation for all involved casual workers in 2022.

3. Employment Opportunities for all people

Dynapack Asia employs more than 50 employees with disabilities, for a total of 0.6% vs. our total permanent employees. In 2019, **we joined The Valuable 500 initiative** to coordinate better opportunities for persons with disabilities in Asia.



We have committed to **double our employees with disabilities by 2025**, and reach 1.5% of our workforce for 2030.

4. Anti-Discrimination

Employment terms and conditions, anti-discrimination, and harassment have been put in the Employee Handbook. We have a **whistleblower procedure and hotline under the “Speak Up” Program** where employees can report any discrimination, harassment and other violation to management. Dynapack Asia does not tolerate any discrimination and harassment against racial, sex orientation/gender, and any background.

We have started to indicate equality statements in Job-Advertisement beginning in 2021 and conduct a transparent recruitment process to ensure equality in our hiring process.

ETHIC: ANTI-CORRUPTION & ANTI BRIBERY

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery

1. Anti-Corruption & Anti-Bribery Policy

In Dynapack Asia, we have a Code of Conduct that is stating about anti-corruption and anti-bribery. As follow is the statement/policy regarding ethical topics. The code of conduct is mandatory to be signed by the new Employee and supplier/partner who worked/collaborated with Dynapack Asia.

We now also have a mandatory review and signature of the Code of Conduct yearly by all employees since 2008.

2. Anti-Corruption & Anti-Bribery Training

We have not set the mandatory and or regular training terms & conditions for Anti-Corruption & Anti-Bribery, but the topics are emphasized in the new-employee session. Each new Employee is compulsory to understand the Anti-Corruption & Anti-Bribery and sign a Code of Conduct page.

In Sustainability Strategy and Goals for 2030, we put External Audit as a significant point we want to drive for the upcoming years. We aim to complete all the subsidiaries with ISO's, SEDEX, URSA, and other essential audits.

We have “**Speak Up**” Policy or whistleblowing and its procedure that allow everybody to reach a number and email to report violence or anything that does not seems right based on Dynapack Asia’s policies put in Employee Handbook. There are 0 cases reported for anti-bribery and anti-corruption during 2020-2021.

ENVIRONMENT

- Principle 7:** Business should support a precautionary approach to environmental challenges
- Principle 8:** Business should undertake initiatives to promote greater environmental responsibility
- Principle 9:** Business should encourage the development and diffusion of environmentally friendly technologies

Climate change poses a multidimensional risk to people and businesses: extreme weather events, extreme temperatures, air pollution, droughts, the social and economic well-being of employees. As Dynapack Asia started to recognize these risks and impacts in 2018, we also started to engage in a Sustainability strategy to pivot our business actions on the Environment, structured around 2 pillars:

- Reduction of our Environmental footprint, whether carbon emissions, waste, water and materials use
- Promoting Circular Economies, mostly for plastic products

We are committed to protect the environment by improving its manufacturing processes, materials and products, as well as by partnering with customers and suppliers across the supply-chain to reduce our footprint and transform a linear stream into a circular one.

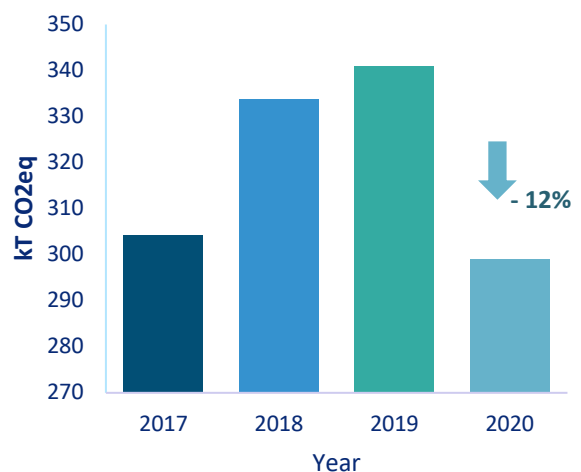
1. Reducing our Environmental Footprint

a. Carbon emissions

Our total carbon dioxide (CO₂) and other greenhouse gases emissions are estimated to be around **1.9 million tons (scope 1, 2 and 3)**.

Our direct S1-S2 emissions, shown in chart below, are mostly due to the electricity we are consuming for our machines. We are now slightly lower than 300,000 tons, a 2% reduction since our 2017 baseline, but a 12% reduction vs. 2019. Half of this reduction is due to production volumes down with Covid-19, but the other half is thanks to energy reduction projects.

Dynapack S1 - S2 Emissions
2017 - 2020



Our scope 3 accounts for more than 80% of total emissions, and we will start a detailed action plan in 2022 to reduce them (mostly linked to Transportation of materials).

Commitments on Carbon Emissions and Climate Change

We are participating in 2 major initiatives:

- **CDP**, where we disclose our carbon emissions data and management system since 2016. We are now scored B-
- **SBTi**, recently joined (November 2021), as we commit to support the Science-Based Target to limit global warming by 1.5C.



Case Study: Solar-Panels for Berli-Dynaplast, Thailand



We have partnered in Thailand with Cleantech Solar, a leading provider of renewable energy solutions to corporations in Southeast Asia and India, to install a **2.4 MWp solar system** on the roofs of our Berli Dynaplast Lopburi facility.

2 buildings have been covered in Q3 2021, as seen on above pictures, and the remaining roofs will be covered by Q2 2022.

This long-term partnership between Cleantech Solar and Berli Dynaplast is expected to generate approximately 71 GWh of clean energy during the system’s lifetime, amounting to a reduction of 40,000-kilo tons of CO2 emissions.

b. Water use and waste output

We are tracking our Water use since 2019, and reduced consumption in 2020 by 14% vs. 2019. We target to reduce our liter of water used for each Kg produced by 40% by 2030.

Waste output from our operations is also tracked from our key sites, and we are exploring options to achieve zero-waste-to-landfill by 2030.

2. Promoting Circular Economies

New Plastic Economy with Ellen McArthur Foundation

Since 2018, Dynapack Asia signed the New Plastic Economy Global Commitment Ellen McArthur Foundation. We have committed on:

1. 100% recyclable product (for packaging)
2. 25% recycled-resin content use (for packaging)
3. Eliminate or reduce unnecessary plastic use (e.g. bags)
4. Re-use products & business model

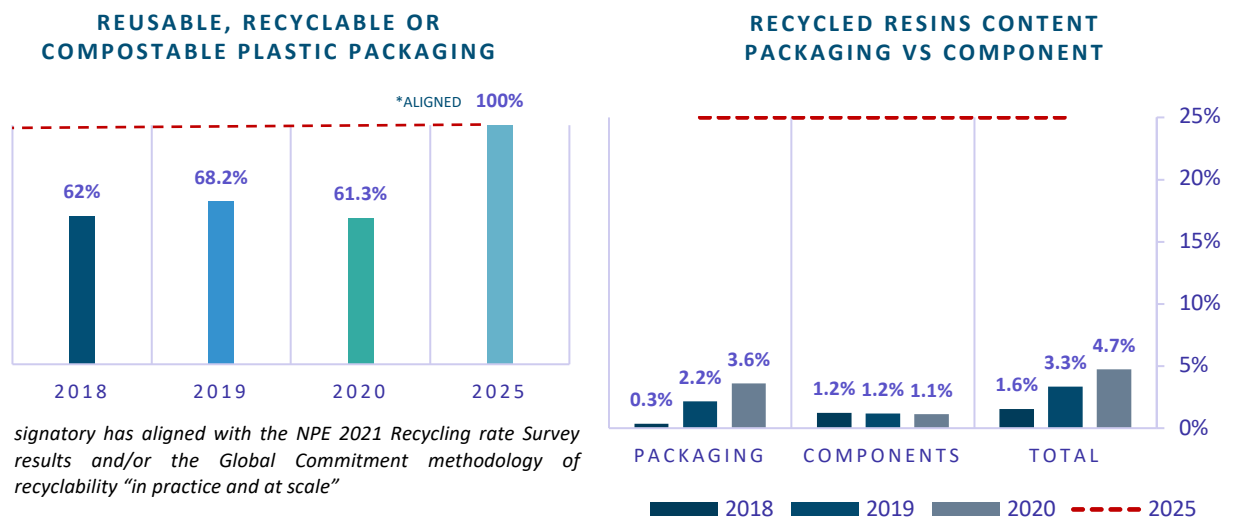
The New Plastic Economy Global Commitment from Ellen McArthur Foundation was the first public initiative we signed, back in October 2018 at its launch. Since then, we have significantly increased our use of recycled resins (x3 over 3 years, up to 4.6%) and while our share of recyclable products stayed flat, clear actions are in progress to increase this to 80% of more for 2022, to reach the 100% target by 2025.



We are also calling for strong industry actions for a circular economy, and with more than 100 leading businesses, support the call for EPR (Extended Producer Responsibility) for packaging,

To make our products 100% recyclable, we are reviewing design of our products, as well as these 2 critical points:

- **Eliminate heavy-metal masterbatch** (which can contaminate products, but, also factories & workers in where these colorants are produced)
- **Eliminate problematic materials** such as PVC, PETG, HIPS, GPPS, ABS, and AS. Less than 1% of products are using those resins, but it is important we stop these products or find solutions to produce them with easy to recycle resins.



Case study: Recycling PET Facility



Photo on the groundbreaking inauguration of the recycling plant

Early 2020, Coca-Cola Amatil Indonesia (Amatil Indonesia) and Dynapack Asia announced the construction of a 20,000 square meter Polyethylene Terephthalate (PET) recycling facility located in Bekasi, West Java. This new investment of more than USD 30 million will enable the collaboration of Amatil Indonesia and Dynapack Asia to create a closed loop plastic packaging supply chain by producing food and beverage safe plastic pellets made from post-consumer plastic bottles.

The new entity, **Amandina**, will produce more than 20,000 tons of recycle PET resins from mid-2022. A non-profit foundation, Mahija, was also set-up to ensure proper collections of used packaging, in the respect of Human Rights.



3. Environmental Key Performance Indicators

Summary of Dynapack Asia's Environment Data

302: Energy 2016

KPI	
Fuel consumption from non-renewable sources (diesel and petrol) (MWh)	2,561
Energy Consumption from electricity (MWh)	225,969
Energy consumption from renewable sources (MWh) <i>*started in August 2021</i>	329*
Total energy consumed (fuel, electricity, and renewable energy)	228,530

- *The standard, protocol, or methodology used to collect activity data and calculate emissions: The Greenhouse Gas Protocol: A corporate Accounting and Reporting Standard (Revised Edition) for scope 1,2 and 3 emissions.*
- *Emissions factors for fuel were sourced from US EPA, EF for GHG Inventories, Guidelines for estimating GHG of ADB Projects.*
- *Emissions factors for scope 3 emissions were sourced from US EPA April 2021, GHG Reporting conversion factors 2019 UK Govt*

303: Water 2016

KPI	
Water consumption (megaliters)	313

305: Emissions 2016

KPI	
Scope 1 GHG emissions (tons CO2e)	6,270
Scope 2 GHG emissions (tons CO2e)	292,396
Total Scope 1 & 2 GHG emissions intensity per tons products	2.2
Percentage Scope 3 GHG emissions from total emissions	84%

306: Waste 2020

KPI	
Hazardous waste (tons)	180
Non-hazardous waste (tons)	1,925



APPENDICES

Appendix 01: GRI Index

GENERAL

Index	Disclosure	Page
	Organization Profile	
102-1	Name of the organization	4
102-2	Activities, brands, products and services	4
102-3	Location of headquarters	4
102-4	Location of operations	4
102-6	Markets served	4
102-7	Scale of the organization	4
102-14	Statement from top management	4

HUMAN RIGHTS, LABOR & ETHIC TOPICS

Index	Disclosure	Page
	Occupational Health & Safety	
403-1	Occupational health and safety management system	9-13
403-6	Promotion of worker health	11
403-8	Workers covered by an occupational health and safety management system	14
403-9	Work-related injuries	11
	Training & Education 2016	
404-1	Average hours of training per year per Employee	8
404-2	Programs for upgrading employee skills and transition assistance programs	9
404-3	Percentage of employees receiving regular performance and career development reviews	8
	Diversity and Equal Opportunity 2016	
405-1	Diversity of governance bodies and employees	7
	Freedom of Association & Collective Bargaining	
407-1	Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	15
	Forced & Compulsory Labor	
409-1	Operations and suppliers at significant risk for incidents of forced or compulsory labor	14,16

ENVIRONMENT TOPICS

Index	Disclosure	Page
	Environment	
	Energy 2016	
302-1	Energy consumption within the organization	22
	Water 2016	
303-1	Water withdrawal	22
	Emissions 2016	
305-1	Direct (Scope 1) GHG emissions	22
305-2	Energy indirect (Scope 2) GHG emissions	22
305-3	Other indirect (Scope 3) GHG emissions	22
305-4	GHG emissions intensity	22
	Waste 2020	
306-4	Waste Generated	22

Appendix 02: Strategy Roadmap based on Sustainability

Below is the roadmap for several specific areas, based on the Sustainability perspective and Global Reporting Initiative (GRI). The mapping shall be breakdown into the action plan and project management by each department and division, later on, it’s not fixed and could be adjusted to needs and current condition.

Sustainability Roadmap for Forced Labor & Child Labor

GRI Index		Roadmap	Output	Outcomes
412-1	1.1	Identifying risk of human rights on the topic of Child Labor and Forced Labor	Risk management Child Labor and Forced Labor	Resilient organization to tackle child labor and forced labor.
412-2	1.2	Set a regular training about child labor and forced labor both to employees and suppliers/partners	<ul style="list-style-type: none"> • Number of human rights training per year. • Number of employees reach by the training • Employee knowledge measurement on human rights. 	<ul style="list-style-type: none"> • Better control in managing suppliers and partners • Human rights risk and potential are minimized
	1.3	Improving the Code of Conduct	<ul style="list-style-type: none"> • Updated the policy according to current situation & national law • Number of incidents related to human rights 	Aligned policy with current condition & national law
408-1 409-1	1.4	Regular on-site and third-party audit	Third-party evaluation at least once a year	Human rights risk minimized
412-3 414-1 414-2	1.5	Reviewing and strengthening the contract agreement between Company and suppliers and partners	Build a comprehensive contract agreement based on law and human rights	Firmness could be enforced
409-1	1.6	Strengthen Migrant Worker Policy	Having a firm human rights policy on migrant worker	Better control and management of migrant worker

Sustainability Roadmap for Gender Balance Team and Leadership, and Improving Standard of Employment

GRI Index		Roadmap	Output	Outcomes
405-2	1.1	Improving wage, benefit, and remuneration management	Balance & Equal wage & benefit between men and women employee	Gender Balance & Equal culture
405-1	1.2	Setting the HR framework regarding to recruitment & headcount to balance women portion in managerial level above	<ul style="list-style-type: none"> Balance & Equal in terms of women leadership 	<ul style="list-style-type: none"> Gender Balance & Equal culture
404-1	1.3	<ul style="list-style-type: none"> Defining KPI-annual training hour per Employee. Defining training reward for Employee's achievement in terms of education/training 	<ul style="list-style-type: none"> Improved and controlled measurement for training and education 	Improved and controlled education system for Employee
404-2	1.4	Strengthening training/education framework for Employee based on job-description and skill required	Comprehensive education framework for Employee based on organization and business needed	
404-3	1.5	Integrating individual career aspiration into performance appraisal		

Sustainability Roadmap for HSE

People	<ul style="list-style-type: none"> Increase safety awareness with regular training, coaching and leadership, defining KPI, reward and punishment, doing customer sharing Program during Health and Safety Month Live Clinic to understand employee health conditions including work-related illness and ergonomic evaluation in plant areas Drug and alcohol test or anticipation purpose
Process	<ul style="list-style-type: none"> Improving comprehensive risk assessment, checking on proper PPE Performing HIRADC of the utilization of equipment during maintenance process → should be aligned with procedure and working instruction
Equipment	<ul style="list-style-type: none"> Proper preventive maintenance and equip the machine with sufficient safety feature
Internal	<ul style="list-style-type: none"> Emphasize the implementation of 5S, safety patrol and IPC.

Sustainability Roadmap for Anti-Corruption and Anti-Bribery

GRI Index		Roadmap	Output	Outcomes
205-1	1.1	Identifying risk of corruption & bribery in the business and operation	Risk management in all aspects of business	Continuous improvement with structured and strong compliance system.
	1.2	Set a regular compliance-training for anti-bribery & anti-corruption, including proper regular reporting	<ul style="list-style-type: none"> • Number of anti-corruption & anti-bribery training per year. • Number of employee reach by the anti-corruption & anti-bribery training • Employee knowledge measurement on anti-corruption & anti-bribery 	<ul style="list-style-type: none"> • 0 finding in every audit on corruption & bribery topic. • Corruption and bribery risk and potential are minimized
	1.3	Improving the compliance training curriculum	Updated curriculum according to current situation & national law	Aligned curriculum with current condition & national law
	1.4	Improving the Code of Conduct	<ul style="list-style-type: none"> • Updated the policy according to current situation & national law • Number of incidents related to corruption 	Aligned policy with current condition & national law
	1.5	Improving the whistleblowing procedure	Updated the policy procedure to current situation & national law	Aligned procedure with current condition & national law

Sustainability Roadmap for Employee with Disability

GRI Index		Roadmap	Output	Outcomes
405-1	1.1	Creating headcount framework for Employee with disability	<ul style="list-style-type: none"> • Framework: job area that opened opportunity for Employee with disability • Employee mapping 	Employee with disability management mapping
405-2	1.2	Improving wage and benefit management for employee with disability → provision of tools	<ul style="list-style-type: none"> • Wage & Benefit policy for Employee with disability • Base salary and OT • Claim-management of tools purchase 	Equal wage and benefit for Employee with disability
	1.3	Modifying infrastructure and facilities that disability-friendly	<ul style="list-style-type: none"> • Mobility of Employee with disability at office/plant area 	Infrastructure and facility that disability friendly

GRI Index		Roadmap	Output	Outcomes
	1.4	Allow Employee with disability to have equal career opportunity and aspiration.	<ul style="list-style-type: none"> • Number of job-transfer for Employee with disability • Performance Appraisal evaluation 	Equal career-opportunity for Employee with disability

Sustainability Roadmap for Environment

GRI Index		Roadmap	Output	Outcomes
205-1	1.1	Monitoring and tracking data collection of environmental data	<ul style="list-style-type: none"> • Number of emissions • Number of energy consumption • Number of wastes • Number of water consumption 	<ul style="list-style-type: none"> • Reduce emissions aligned with SBTi 1.5 Celsius degree – 55% Reduction from baseline 2017. • Recycled resins 25% by 2025
	1.2	Setting project reduction targets and defining the related impacts to the process operations		
	1.3	Identifying a priority to reduce negative impact on the environments		

Appendix 03: Audit & Certification

The company tries to adhere to national and international standards in running our operations. We drive subsidiaries and several business areas and processes to complete as much certification and or accreditation as required to achieve the Sustainability standard.

While some factories have received many certifications, several others are still studying which certifications to aim. We realize that the certification helps us measure our operational practices and achieve a better system & culture.

The following list below is the certification updated until the end of December 2020 according to CSR perspective (Environment & Human Rights & Business Ethic)


List of Audit/Certification Performance based on Plant Location


Country	Subsidiary / site		Certification			
			Environ-ment	OSHS	Human Rights & Business Ethics	
			ISO 14001	ISO 45001	URSA	Sedex
Indonesia	1	DP02-Jatake	✓	✓	✓	✓
	2	DP03-Cikarang 1	✓	✓	-	-
	3	DP04-Cibitung	✓	✓	-	-
	4	DP05-Cileungsi	✓	-	-	-
	5	DP06-Cikarang 2	✓	✓	✓	✓
	6	DP08-Cikarang 3	✓	✓	✓	✓
	7	DP10-Cibitung 2	-	-	-	-
	8	DPMC	✓	-	-	-
	9	SU1 Sanpak Unggul	✓	✓	✓	✓
	10	KI01 King Plastic	-	✓	-	-
	11	RX01 Sidoarjo 1	-	-	-	-
	12	RX02 Sidoarjo 2	-	-	-	✓
	13	RX03 Cikarang 1	-	-	-	✓
	14	RX04 Pasuruan	-	-	-	-
	15	RX05 Cikarang 2	-	-	-	-
Malaysia	16	VM02 Viscount Plastic Port Klang	-	-	-	-
	17	DE01 Dynapack EOSS Packaging Johor	-	-	-	-
	18	KM01 K-Plastics Nilai	✓	-	-	-
Thailand	19	BDP Lopburi	-	-	✓	✓
	20	BDP Amata	-	-	✓	✓

Country	Subsidiary / site		Certification			
			Environ-ment	OSHS	Human Rights & Business Ethics	
			ISO 14001	ISO 45001	URSA	Sedex
Vietnam	21	VN01 Dynaplast Packaging Vietnam	-	-	-	-
	22	In-plant 1	-	-	-	-
	23	In-plant 2	-	-	-	-
	24	In-plant 3				
	25	VN02 Dynaplast Packaging Vietnam	-	-	-	✓
	26	DPVN Dynapack Packaging Vietnam	-	-	✓	✓
China	28	TC01 Dynapack Asia Taicang				
	29	TJ02 Dynapack Asia Tianjin	✓	✓	✓	✓
Singapore	30	King Plastic Singapore	-	-	-	-

Appendix 04: Dynapack Asia Employee Handbook

Extracts of our Employee Handbook are being presented based on Progress Report topics:





EMPLOYEE HANDBOOK


LABOR RIGHTS AND STANDARDS


Dynapack Asia is committed to respecting the labor laws and rights as enshrined in the UN Global conventions and the fundamental conventions of the International Labor Union. These principles relate to respecting the rights to freedom of association and collective bargaining, the elimination of forced labor, child labor, and discrimination in the workplace, and are reflected in Dynapack Asia’s Code of Conduct, Policies, and Procedures.

Dynapack Asia believes in the empowerment of employees through communication between employees and management or the recognized employee representatives, utilizing employee experience and insights to influence working conditions and contribute to sustainable business growth. Throughout its operations, Dynapack Asia promotes partnerships/collaborations based on good communication and mutual trust, for example, with legal trade union bodies or through local cooperation bodies such as the Employee/Labor Representative Council.

All workforce restructuring in Dynapack Asia shall be carried out with the intent of creating and maintaining long-term business sustainability. Workforce restructuring should be executed responsibly, through a verifiable process and, in accordance with the applicable legal requirements and legislation.

Dynapack Asia attracts and employs the best talent through providing training and career development opportunities as well as career prospects are fundamental to continued business competitiveness and growth. Dynapack Asia also supports employee diversity and equality in obtaining employment opportunities in accordance with applicable human rights.





EMPLOYEE HANDBOOK

EQUAL EMPLOYEE OPPORTUNITY

Dynapack Asia provides equal employment opportunities and treatment to all individuals. Employment decisions at Dynapack Asia are based on the performance, qualifications, and abilities portrayed by the individual. Dynapack Asia does not discriminate in employment opportunities and practices based on race, skin color, religion, gender, origin, age, or disability. This policy is regulated and is also implemented in all aspects of work including employee recruitment and selection, job assignments, compensation & benefit, discipline, termination, and access to benefits and training.

Employees who have questions or concerns about discrimination in the workplace are encouraged to bring issues/problems that arise to their superiors. Employees can report any form of discrimination without fear of reprisal. Anyone involved and found to have engaged in unlawful discrimination will be subject to disciplinary sanctions, including termination of employment.



EMPLOYEE HANDBOOK

COMPANY POLICY

I. Recruitment Policy

1. Pre-Employment

- The company only recruits employees who are qualified corresponding to the needs of the company, job specifications, and competencies that have been predetermined, and does not force the candidate to join and work in the company.
- Recruitment of manpower can only be carried out by the HR department / Company and is based on a request for manpower that has been approved by an authorized official in the company in accordance with the applicable regulations.
- The company does not recruit employees under the age of 18 in accordance with the Child Protection Laws enforced in each country.
- Strict sanctions will be given in the form of termination of employment to any candidates who forge any personal data.
- Recruitment of employees is done free of charge (no additional fee). All recruitment costs are covered by the company. Plant HR Managers/Companies and all associated parties are not allowed to accept bribes in any form related to the process of employee recruitment.
- All candidates must submit all important documents required in the recruitment stage in accordance with the applicable regulations in each Dynapack Asia establishment.
- All candidates must follow the selection process carried out by the company in accordance with the applicable conditions of each Dynapack Asia establishment.
- The results of the employee recruitment are objective and absolute in accordance with the results of the selection stages that have been carried out prior.

2. Employment

- Candidates who have passed the selection stage are required to confirm their acceptance and placement by signing an Employee Acceptance Form or Employee Contract compliant with the conditions of the Employment Law in each country and the applicable regulations in each Dynapack Asia establishment.
- Candidates who have been accepted and received as employees are required to comply with a probationary period / contract period in accordance with the conditions derived from the applicable employment Law Regulations in each country.
- During the probationary period, the employee's performance will be evaluated by the company and the evaluation results are objective and absolute and are carried out in accordance with the employee evaluation procedures applied in each Dynapack Asia establishment.

II. Personnel Administration Policy

1. Employee Status

- a. Permanent Employees
- b. Contract Employees



EMPLOYEE HANDBOOK

- Permits, leave, changes to employee shift schedules, overtime, and other matters related to time management are carried out using the ESS / manual system with the informing of relevant HR staff / the company and is approved by the employee's supervisor and any other relevant parties in accordance with the Labor Laws, company regulations, and procedures applicable to each Dynapack Asia Establishment.
- All forms of violation and actions not following the employee time management will result in strict sanctions enforced in each establishment, and processed in accordance with the applicable laws enforced in each country Dynapack Asia operates in.

IV. Employee Performance Appraisal

- Employee performance appraisal is a formal system used to measure the performance quality of employees in carrying out their assignments / work in accordance with the standard criteria set by the Dynapack Asia Group.
- The employee performance appraisal system is utilized year-round.
- The resulting employee performance appraisal data will be taken & reviewed at least one time a year, applies to all levels of employees, and will be closed for final assessment in accordance with the period determined by the HR department.
- Employee performance appraisal is to be done online / manual for all levels of employees in accordance with the applicable conditions and procedures enforced in each Dynapack Asia establishment.
- The HR Plants / Company are required to remind all relevant leaders to evaluate the performance of employees in the departments they lead.
- The Approval of performance appraisals are carried out by two employee job levels, specifically:
Direct 1: The direct supervisor of the employee
Direct 2: the supervisor of the immediate supervisor (2 Job levels above the employee)
- In the performance appraisal, superiors and subordinates are required to hold meetings and discuss the work results of the employees who were assessed throughout the previous (1) year.
- Performance appraisal must always be accompanied by information, data, or evidence to provide objective assessment for both parties, superiors, and subordinates.
- The resulting data of the employee performance appraisal will be stored in a system that can be accessed by the HR Plant and the HR Group to be used as a basis for employee development plans and various future decisions related to the compensation and benefits for these employees.

V. Employee Development

- The company is committed to helping develop employee competencies through training programs, scholarships, *coaching*, *mentoring*, *OJT*, *temporary assignments*, rotations, etc.
- The allotment of employee development programs is aimed to increase employee competence and engagement in the company so that they are able to improve the quality of their work following the criteria applied in each Dynapack Asia establishment.



EMPLOYEE HANDBOOK



HEALTH & SAFETY IN THE WORKPLACE

I. Health and Safety Commitment

The Dynapack Asia Group is committed to preventing work accidents that can be caused for various reasons including the employees themselves or other physical causes. In fulfilling its commitments to protect its employees as well as the properties owned, management provides and maintains a safe and healthy work environment in accordance with industry standards and legislative requirements that apply in each country in which Dynapack Asia resides in and will continue to prevent any danger that would result in property damage, accidents, or personal injury / illness.

The Dynapack Asia Group recognizes that health and safety in the work environment is the shared responsibility of all employees. Safe work practices and procedures can be found and followed by employees in the health and safety manuals available at each Dynapack Asia establishment.

Work accidents can be controlled through good management and the active involvement of employees. Work safety is the responsibility of all employees as well as contractors / sub-contractors within the company. All events hosted at the company must comply with the work safety requirements including planning, operating, and maintaining the work facilities and the equipment. All employees are expected to carry out their work duties in accordance with the procedures enforced in each Dynapack Asia facility and safe work practices.

II. Workplace Safety

- The company takes every reasonable precaution to ensure that employees have a safe work environment. Safety regulations and precautions are in place to protect all employees. It is the responsibility of every employee to help prevent accidents. To ensure the constant safety in the workplace, all employees are required to review and understand all the applicable safety regulations and policies in each Dynapack Asia establishment.
- Employees are required to utilize all safety and personal protection equipment provided by the company and to maintain a safe and orderly work area, free from anything hazardous. Employees who find themselves in a dangerous/unsafe situation in the field must immediately report it to their supervisor or the relevant HSE team in the company.
- Employees are required to always be alert and aware of the potential danger whether it be to themselves or other coworkers. Employees are also required to protect personal belongings and company property.
- Employees are strictly prohibited from engaging in harmful practices that threaten anyone in connection with their work or engage in violent activities within the company.
- The HR Plant / any related parties in the company are required to explain the health and safety regulations that apply in the company to every employee / guest/ visitor who enters the company work environment.
- Guests / visitors are required to be reported and are prohibited from entering the work area without the permission of the competent superiors in the company.



EMPLOYEE HANDBOOK

DISCIPLINE AND GRIEVANCE

I. Discipline

- The company strives to enforce effective discipline and develop mutual respect and understanding of the rights and responsibilities between the company and its employees. For that reason, the company provides instructions, guidance, and directions through managers and the HR Plants/Company so that disciplinary actions can be kept to a minimum.
- The company provides disciplinary action aimed to improve and educate employees, so that employees who violate the regulations will be given the opportunity to correct themselves.
- The company through the HR Plant/Company has the authority to terminate the employment relationship (PHK) of employees who commit serious violations in the company and violate the regulations based on the laws and regulations that apply in each country in which Dynapack Asia operates in.
- The determination of the category of violation and enforcement of discipline is carried out by referring to the conditions and procedures of work discipline that apply in each Dynapack Asia Company.

II. Submitting a Complaint (Speak Up)

- Speak up is a system that allows anyone to share their thoughts and opinions for the improvement of the company, as well as to report any cases of violations and unethical actions that go against with the existing company regulations.
- Thoughts and opinions can include issues related to the company's regulations and policies, employment, environment, or work safety. Meanwhile, actions that fall into the category of violation, unethical actions, or oppose the regulations including but not limited to violation of the law, violation of the company regulation, theft, bribery, and corruption.
- Provisions related to the submissions of employee complaints (Speak Up) can be found in the Dynapack Asia Group's Speak Up procedures.

Appendix 05: Dynapack Asia’s Code of Conduct



EMPLOYEE HANDBOOK

CODE OF CONDUCT

GUIDELINES FOR CODE OF BUSINESS ETHICS AND CODE OF CONDUCT

About Dynapack Asia Group’s Code of Conduct

The Dynapack Asia Group is committed to conducting business and behaving in accordance with the regulations and standards of business conduct as reflected in the Company’s policies and regulations.

The Guidelines for Dynapack Asia’s Code of Business Ethics and Code of Conduct is comprised of information regarding important conditions and policies that shall be adhered to and implemented by every employee who works for the Dynapack Asia Group and will be reviewed as a guide in acting on behalf of the Dynapack Asia Group. Employees who perform transactions with external parties such as suppliers, customers, or other external parties, must act in a manner in accordance with the principles set out in this Code of Ethics.

Each employee In the Dynapack Asia Group must uphold this commitment by understanding and complying with the standards and policies of this Code of Ethics in every job execution. Employees who fail or do not implement this Code of Conduct will be subject to disciplinary actions that may include or lead up to dismissal.

To uphold this commitment, each employee is expected to be able to speak up when the employee is not sure of the actions taken and requires advice, when an employee is aware of any action taken by another employee that does not follow the Code of Ethics, or when an employee is aware of another employee that is involved in a violation of Code of Ethics.

If there are doubts in carrying out transactions or work, employees may contact their superior and managers in the department/factory/company to get direction or guidance.

Before acting, employees can ask themselves:

- a. **Does it follow the company’s policy?**
- b. **Is it legal?**
- c. **Is it true?**
- d. **What are the views of other people/parties on this issue?**

If any of the questions above are answered with an action that does not agree with the Code of Ethics or is considered wrong, **DO THE RIGHT THING.**



EMPLOYEE HANDBOOK

ATTITUDE STANDARDS

The Dynapack Asia Group is committed to conducting business practices with integrity, respect, and high ethical standards in all of what we do. We carry out business activities with honesty, integrity, and transparency, with respect for human rights and the interests of our employees. We also honor and value the interests of other parties with whom we have relationships.

BUSINESS PARTNERS

The Dynapack Asia Group is committed to establishing mutually beneficial relationships with our suppliers, customers, and business partners. In our business transactions, we expect our partners to comply with business principles that agree with ours and adhere to the laws and regulations enforced in the countries where they do business.

BUSINESS INTEGRITY

The Dynapack Asia Group does not accept, either directly or indirectly, gifts, favors, entertainment, bribes, or other inappropriate benefits for business or financial benefits.

No employee may accept gifts, favors, entertainment, or payments, or anything that resembles an act of bribery. Any form of bribery must be rejected as soon as possible and reported to management.

CONFLICT OF INTEREST

All of Dynapack Asia's employees are expected to avoid individual activities and financial interests that may conflict with their responsibilities at the Company.

Dynapack Asia's employees are not allowed to benefit themselves or other affiliated persons or harm the Company by abusing their position in the Company.

ENVIRONMENT

The Dynapack Asia Group and its employees are dedicated to the preservation, maintenance, and development of the environment surrounding the business.

We expect all our business partners and associates to conduct their business with respect for the environment as well.

SOCIAL CONCERNS

The Dynapack Asia Group is committed to contributing to society in the form of humanitarian activities that may hold a direct impact on the community in which the Company conducts business.