

1. Introduction

A change in executive leadership is inevitable for all organisations and can be a very challenging time; Orgabio Holdings Berhad ("**Orgabio**" or "**the Company**") have established a succession plan to provide continuity in leadership.

Succession planning requires collaboration across the organisation. It is a process designed to ensure that the Group identifies and develops a talent pool of employees for high level management positions through mentoring, training and job rotation to fill vacant position due to retirement, resignation, death or new business opportunities.

2. Objectives

A Succession Planning Policy is developed to ensure the stability and accountability of the organisation by preparing for an eventual permanent change in leadership, either planned or unplanned, so as to ensure continuity support in operation and service when the Chairman, Senior Management or key business leader leave their positions.

The Company aimed to develop a diverse pool of candidates by developing career paths for employees to ensure sufficient supply of suitably qualified employees for higher roles and responsibilities. Employees career paths development will also facilitate the Group's ability to recruit, train and retain top-performing or talented employees.

To develop a diverse pool of candidates, the Board has to assess the permanent leadership needs of Orgabio to ensure the selection of a qualified and capable leader who is a good fit for the Orgabio's mission, vision, and objectives; coupled with the necessary skills for Orgabio.

Hence, is vital for the board to develop reliable assessment procedures and ensure that these procedures are applied systematically across the Group.

3. Responsibilities for Succession Planning

Key positions are identified as follows:

- The Chairman;
- Managing Director;
- Executive Directors;
- Non-Executive Directors; and
- Key Senior Management.

The Board with the assistance of the Nomination Committee (“NC”), is responsible for succession planning for the Chairman, Executive Directors, Non-Executive Directors and Key Senior Management’s positions.

The Board should consider either to hire or to internally promote the new Chairman, Executive Directors and Key Senior Management, when anyone of the mentioned positions leaves and to ensure the successor has the required skills to implement the Group wide strategies.

Whereas, the Chairman is responsible for ensuring a succession plan is in place for the key positions in the Group with the assistance from the Executive Directors and Key Senior Management.

4. Succession Planning Process

- A. The Board with the assistance from the NC will work with the Executive Directors and Human Resources Department to oversee the Succession Plans of the key positions in the Company.
- B. The successors for the Chairman and Executive Directors shall be identified by the NC from among the Key Senior Management or external sources as the Board deem fit.
- C. An emergency succession contingency plan should be developed to prevent unforeseen circumstances such as death or disability occurs that stops the Chairman or Executive Directors from continuing to serve. The plan identifies the individuals who will act in an emergency and their responsibilities. The contingency plan is reviewed by the Board annually and revised as appropriate.
- D. Identify required Group capabilities and talent needs, based on strategic business plan and Company’s Vision and Mission;
- E. Determine the required capabilities for critical positions;
- F. List down competency profile of the selected talents or employees;
- G. Analyse and match the competencies between the critical position and select employee to identify the gaps;
- H. Develop and implement high level leadership development plan such as coaching and mentoring programmes for the selected employees to grow into target positions;
- I. Assess the performance of the selected employees on annual basis; and
- J. Monitor and track the overall progress.

5. Key Success Factors

The support from the Board of Directors, the Chairman, Executive Directors and Key Senior Management are important for the succession planning process. This will give all employees an understanding and emphasis on the importance of succession planning to the Company.

Regular review and update for the succession plan is vital to ensure the Company has re-evaluated the hiring needs and assess the development progress of the selected candidates.

Not forgetting that succession shall be linked to the Company's strategic planning and future investment.

6. Review

This policy shall be reviewed periodically by the NC.

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