



# PCG Human Capital Management Approach

PETRONAS Chemicals Group Berhad (PCG)

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The PETRONAS Group adopts zero tolerance against all forms of bribery and corruption. We abide by the PETRONAS Code of Conduct and Business Ethics (CoBE) & Anti-Bribery and Corruption (ABC) Manual, guided by our Shared Values and Statement of Purpose.

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# Employee Well-being

PCG adopts a holistic approach to employee well-being, offering a range of programmes, policies and support systems that safeguard both physical and mental health. We strive to create an inclusive, safe and supportive work environment where employees can thrive, contribute meaningfully and grow with the organisation. We believe that an engaged and resilient workforce is essential to delivering sustainable value to our stakeholders and achieving our business strategy and growth ambitions. To further strengthen this agenda, we have developed a five-year Employee Wellness Roadmap focusing on social, physical and mental health.

The roadmap is anchored by initiatives such as:

- “MIND-A-CARE” Awareness Programme – promoting mental health awareness across the workforce
- “MIND-A-CARE” Ambassador Programme – building a network of trained peer supporters
- Lead With Empathy for Managers – equipping leaders with skills to support employee well-being

In addition, employees are further supported through myFriend 2.0, which provides confidential consultation and coaching to help them manage challenges that may affect their health, performance and overall well-being.

# Upholding Fair Labour Practices

At PCG, we are committed to respecting labour rights and upholding fair working conditions in line with international standards, including the International Labour Organization (ILO) principles. Our commitment encompasses:

- **Paying a Living Wage**
- **Setting maximum working hours**
- **Ensuring equal remuneration for men and women**
- **Providing & monitoring staff paid annual leave**
- **Setting minimum consultation or notice periods before mass terminations**
- **Supporting impacted employees through career transition and outplacement programmes with guidance and resources**

# Programmes Supporting Fair Labour Practices

In support of our commitment to fair labour practices, PCG implements a range of programmes to ensure our workplace remains safe, inclusive and equitable:

- **Employee and Union Engagement**

Regular engagement with employees through forums, surveys and other dialogue platforms, alongside formal discussions with union representatives, to address workplace matters, strengthen employee–management relationships and ensure constructive resolution of concerns.

- **Social Protection Beyond Statutory Requirements**

Extending benefits such as additional leave entitlements, enhanced medical coverage and wellness initiatives to strengthen employee support.

- **Training and Reskilling**

Programmes designed to build capabilities and support employees in adapting to industrial changes, including those driven by the energy transition and digitalisation.

These initiatives are part of a broader effort to operationalise our labour practices commitment and ensure our workforce remains engaged, protected and future-ready.

# Flexible Work Options

## Flexible Working Hours (FWH)

This flexibility enables employees to start work between 7:00 a.m. and 10:00 a.m., and finish between 4:00 p.m. and 7:00 p.m., upon completing the minimum daily working hours (8 hours).

## Compressed Work Week (CWW)

Compressed Work Week allows employees finish work as early as 12 noon on the fifth day of the work week upon completing the required 39 working hours for the week.

### Note:

*Both FWH and CWW require prior approval from the immediate superior to ensure business operations remain unaffected. CWW applications and approvals are facilitated through the company's online system.*

# Flexible Work Options

## Flexible Work Arrangement for Pregnant Employees – Leaving Earlier from Work (LEFW)

A flexible working arrangement is available for pregnant employees up to 28 weeks (seven months) of pregnancy, allowing them to leave work one hour earlier than the prescribed working hours.

## Working Arrangement for Employee With Dependent(s) Affected by Contagious Diseases

Employees with dependent(s) affected by contagious diseases may opt to Work From Home (WFH), subject to superior's approval, for up to five (5) working days per occasion.

## FlexyWork Arrangement

PCG remains committed to creating the "Right Environment" for staff. Under this provision, three guardrails apply:

- The office is the default work location.
- A maximum of four (4) WFH days is allowed per month.
- Superiors are empowered to approve WFH requests.

# Employee Assistance Programme 2.0

PCG adopts the PETRONAS Employee Assistance Programme (EAP) to strengthen mental health support through the Employee Assistance Programme (EAP), delivered via myFriends—a confidential platform offering counselling and wellness services to employees and their family members (subject to evaluation and recommendation).

- **1-on-1 Consultation**

Employees can schedule a free one-on-one session with a Naluri coach for personalised guidance on tackling any health-related issue.

- **24/7 Careline**

Employees have access to free, discreet counselling support from mental health professionals through Naluri's 24/7 careline.

- **WhatsApp Textline**

For those who prefer texting over talking, immediate mental health support is available via the free, 24/7 WhatsApp text line.

- **Perunding Care Spiritual Consultation**

Employees can arrange a free one-on-one session with a Spiritual Coach for clarity and guidance in navigating life's challenges.

- **Naluri App**

Through the Naluri App, employees can connect with their dedicated coaching team, explore lessons, track health, and set challenges.

- **Naluri Web**

Employees can chat with their team of health coaches and access personalised learning content from a desktop or laptop, ensuring a seamless experience across devices.

# Additional Leave Benefits - Family & Religious

## Maternity Leave

Female employees are entitled to ninety (90) consecutive calendar days of paid maternity leave, inclusive of public holidays, rest days and off days, for up to five (5) deliveries, supporting recovery and bonding with the newborn.

## Paternity Leave

Eligible male employees are entitled to five (5) consecutive working days of paid paternity leave for each newborn to support bonding and caregiving during the early days of parenthood.

## Religious Pilgrimage Leave

Permanent employees are entitled to paid leave once during their service to perform a recognised religious pilgrimage, such as Hajj, Umrah or other religion-specific pilgrimages.



# Additional Leave Benefits - Life Events & Discretionary

## Compassionate Leave

Granted for specific life events, including marriage, marriage of a legal child, bereavement of immediate family members, natural calamities and hospitalisation of family members.

## Special Paid Leave

Granted at the Company's discretion for events such as court attendance as a company witness, attending personal convocation, representing the Company or State in sports/cultural events, preparing for professional examinations or participating in CSR/CSI activities.

# Childcare Benefits & Facilities

## PETRONITA Crèche

PCG supports the PETRONITA Crèche, a childcare centre established by the Association of Wives and Female Employees of PETRONAS. This initiative helps working mothers manage childcare needs and supports greater retention of female employees.

## Nursing Rooms

To further promote diversity and inclusion, PCG provides nursing rooms at the workplace equipped with complete facilities, including a refrigerator for temporary storage, sofas for resting, and a power supply for breast pumps.

## Financial Assistance for Employees with Special Needs Children

Financial assistance is provided to employees with special needs children as part of PCG's commitment to creating a supportive and inclusive work environment.

# Employee Recognition

## Long Services Award (LSA)

PCG organises the Long Service Award annually to honour employees and retirees for their dedicated service at milestones of 15, 20, 25, 30, 35 & 40 years, as well as to recognise retirees for their long-standing contributions.

## Festive Celebration

PCG celebrates the diverse cultures of its employees through a series of events, including Hari Raya, Chinese New Year, Christmas and the Gawai Dayak festival.

# PETRONAS

## Passionate about Progress