

SUSTAINABILITY POLICY DOCUMENT

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Abbreviations

CEO	:	Chief Executive Officer
Co-CEO	:	Co-Chief Executive Officer
EES	:	Environment, Economic and Social
HOD	:	Heads of Division/Department
RMSC	:	Risk Management & Sustainability Committee
SWG	:	Sustainability Working Group
SC	:	Sustainability Committee
SU	:	Sustainability Unit
Senior Management	:	Co-Chief Executive Officer, Head of Division/Departments
The Board	:	7-Eleven Group's Board of Directors
The Company	:	7-Eleven Malaysia Holdings Berhad
7-Eleven Group or the Group	:	7-Eleven Malaysia Holdings Berhad and its subsidiaries
This Document	:	Sustainability Policy Document

1. Key terms and definition

Establishing a common language for sustainability is important in promoting consistent and effective sustainability practises across the 7-Eleven Group. The terms used in this Document are listed below, together with their meaning.

Sustainability Unit

The unit in each business unit of the Group that collects information for the SWG and oversee implementation of the Sustainability Strategy on a day-to-day basis.

Sustainability framework

A structured and disciplined approach aligning strategy, processes, people, technology and knowledge with the purpose of building a profitable, resilient, economically and environmentally responsible business. Sustainability is essential to our business strategy, which is consciously embedded in the Group's core values.

Senior Management or Management

Consists of Senior Management and Management personnel of the Group.

Objectives

Description in measurable terms of what must be accomplished to reach the Group's sustainability goals.

Sustainability Policy Document

This document outline the process how the Group will implement the Sustainability Strategy.

Sustainability Policies

There are documents setting out the Group's policies on different aspects of the Group's Sustainability Strategy and Framework.

Sustainability Strategy

Sustainability strategy is a continuous, proactive and systematic process of initiatives and actions to achieve the Group's over-arching corporate objectives whilst minimising its impact on the environment. The fundamentals of the Sustainability Strategy comprise of three (3) pillars – Environmental, Economic and Social. The Group are complying with the GRI Sustainability Reporting Standards and Bursa Malaysia Sustainability Guidelines. The Group also supports the United Nations Sustainable Development Goals ("UNSDGs"), as a blueprint for sustainable development, in fulfilling its EES aspirations.

Sustainability Governance Structure

Sustainability governance structure defines the principal roles and responsibilities of the Board and RMSC and Senior Management in developing and implementing the Sustainability Strategy of the Group.

Stakeholder

Any individual or group, internal or external, with an interest in the Group.

2. Sustainability Policy Document

The Sustainability Policy Document of the Group serves as a guiding framework for the realisation of its Group's commitment to responsible and sustainable business practices. This policy outlines the Group's dedication to identifying, prioritizing, and managing sustainability considerations in pursuit of our business objectives.

3. Sustainability Policies

The Group will develop a series of Sustainability Policies covering different aspects of the Group's Sustainability Strategy and Framework so as to establish clear guideline and criteria for the Sustainability Strategy's implementation.

These policies will be drawn up by the SWG and submitted to RMSC for review and thereafter for approval by the Board on the recommendation of RMSC. Such policies will be put on the Group's website and become part of the operational standards and requirement of the Group.

The purpose of these policies is to integrate sustainability principles into every facet of our operations. By systematically addressing environmental, economic, and social impacts, we aim to not only fulfil our corporate social responsibility but also to create long-term value for our Stakeholders. This includes minimizing our environmental footprint, fostering inclusive practices, and contributing positively to the communities in which we operate.

Through the Sustainability Policies and Strategy, we align our efforts with global best practices, regulatory requirements, and industry standards. This not only positions us as a socially responsible corporate citizen but also ensures that sustainability is ingrained in our decision-making processes, from strategic planning to day-to-day operations.

By adhering to these policies, each member of the 7-Eleven Group plays a crucial role in upholding our commitment to sustainability. It is through our collective efforts that we strive to safeguard the environment, nurture thriving communities, and sustainably grow our business for the benefit of current and future generations.

4. Sustainability Strategy and Sustainability Framework

At 7-Eleven, we have established a robust Sustainability Strategy and Framework to guide our endeavours and drive the achievement of our overarching objectives. This strategy is crafted around three (3) fundamental pillars: Planet, Product, and People, as outlined by Bursa's "EES" guidance.

Planet

We are dedicated to pioneering initiatives that significantly and positively reduce our impact on the environment. This includes prioritizing energy conservation, mitigating our carbon footprint, and implementing efficient food utilization and waste management practices.

Product

We are committed to addressing economic considerations. By prioritizing eco-friendly packaging materials initially for our private label products—favouring materials that are recyclable and reusable—we aim to significantly reduce our environmental impact. Moreover, we are establishing sustainable sourcing practices in collaboration with our key suppliers, partnering with those who share our steadfast commitment to sustainable strategies.

People

Our focus is on investing in our most valuable asset—our employees. We provide comprehensive training programs to equip them with the requisite skills and knowledge for an empowered workplace. Discrimination and child labour have no place in our operations, and we are resolute in ensuring fair and inclusive practices. Additionally, we actively encourage our workforce to participate in meaningful Corporate Social Responsibility (CSR) activities, and to support this, we make targeted investments in CSR programs driven by our employees.

To realize these objectives, the involvement of our stakeholders is paramount. Those within the circle of our operations form an integral part of our sustainability journey, and their engagement is instrumental in our collective success and is proactively encouraged.

5. Sustainability Governance Structure



The governance structure above is subject to change in accordance with the latest organisational structure of the 7-Eleven Group.

The Board

7-Eleven Group's Board retains the overall responsibility for sustainability oversight to identify critical sustainability considerations and the implementation of appropriate measures to address them.

The principal roles and responsibilities of the Board in sustainability management are as follows:

- To ensure the RMSC establishes the Group's Sustainability Strategy and Framework, allowing Management to operate within defined sustainability parameters. Additionally, ensuring the existence of a robust Sustainability Framework that encompasses the identification, analysis, evaluation, mitigation, and monitoring of significant environmental, social, and governance risks.;
- To oversee the development and approval of our Sustainability Policies. This will guide the Group's approach to environmental stewardship, social responsibility, and ethical governance practices.; and
- To review and deliberate on the Group's key sustainability risks, their profiles, and the recommended treatments to mitigate risks to the Group's sustainable objectives and operations.

Please refer to Board Charter (<https://www.7eleven.com.my/board-charter>) for further details on the Board's responsibility on sustainability management. The Board shall approve the Sustainability Strategy but delegate authority through RMSC and SWG for day-to-day sustainability management decisions to the sustainability owners.

Risk Management and Sustainability Committee (“RMSC”)

Having a RMSC can be an efficient and effective mechanism to bring the transparency, focus and independent judgement needed to oversee the Group’s Sustainability Strategy, Framework and Policies.

The principal roles and responsibilities of the RMSC per latest Terms of Reference are as follows:

- To review and recommend to the Board an effective sustainability policies and reporting system;
- To direct and monitor the implementation of the sustainability policies and reporting system approved by the Board;
- To direct the development of an appropriate sustainability culture throughout the Group and develop policies and processes to implement the appropriate levels of sustainability awareness and sustainability management within the Group;
- To review the effectiveness of the Group’s sustainability policies in relation to the strategic objectives of the Group;
- To review the sustainability management reports from the SWG and Management which enable the RMSC to assess the goals of the Group and how they are being achieved and monitored by the Management; and
- To monitor and review the effectiveness of the sustainability management function, and to seek such assurance as it may deem appropriate that the function is adequately resourced and has appropriate standing within the Group.

Sustainability Working Group (“SWG”)

SWG shall meet at least four (4) times a year to deliberate on the Group’s sustainability agenda. Meetings can be conducted at more frequent intervals should conditions require.

The principal roles and responsibilities of the SWG in sustainability management are as follows:

- To establish a long-term vision and strategic priorities regarding the Sustainability Strategy that aim for the best for our Stakeholders;
- To establish action plans for the Sustainability Strategy, and to evaluate and report their progress as well as their performance and effectiveness indicators;
- To allocate the necessary budget for the correct implementation of the Sustainability Strategy;
- Risk analysis and decision-making of projects that present any risks; and
- Propose and present new initiatives to implement.

The SWG will report to the RMSC at each of its quarterly meetings on the Group’s Sustainability initiatives. The SWG shall meet at least bi-annually before any upcoming RMSC meeting and will provide RMSC with copies of minutes of its most recent meetings in its report to RMSC.

The SWG is primary responsible at the Management level for the Group’s Sustainability Strategy supported by the SUs on a day-to-day basis.

The members of the SWG shall comprise the Co-CEO/CEO the CFO and such other Senior Management members as the Co-CEO/CEO consider appropriate to be a SWG member. The members of SWG shall be notified to RMSC.

Supporting the SWG as its administrative secretariat will be persons nominated by the SWG to be Group’s sustainability coordinators.

Sustainability Unit (“SU”)

The Sustainability Unit of each business unit will assist SWG to collate sustainability information. It would compile information from the respective departments where each SU resides and table the same to SWG for its consideration and monitoring.

The following further functions and duties are incumbent on the SU:

- Executing the Group's Sustainability Strategy in alignment with the Group's mission, vision, and business objectives;
- Identifying key sustainability goals, targets, and performance indicators and to track progress;
- Assessing the environmental impact of the Group's operations, products, and services;
- Identifying opportunities to reduce resource consumption, emissions, and waste;
- Ensuring compliance with relevant environmental and social regulations, standards;
- Communicating sustainability initiatives and progress to employees, customers, investors, and the broader community; and
- Generally overseeing the Group's Sustainability Strategy and its initiatives and activities on a day-to-day basis reporting to the SWG.

Members of each SU shall be appointed by the SWG.