

Sustainability & Social Responsibility Committee Charter PT Teladan Prima Agro Tbk



TELADAN PRIMA
AGRO

DECREE OF BOARD OF COMMISSIONERS **PT TELADAN PRIMA AGRO Tbk**

Number: 04/SK-DEKOM/TPA/I/2022

Regarding

ESTABLISHMENT OF SUSTAINABILITY AND SOCIAL RESPONSIBILITY COMMITTEE CHARTER PT TELADAN PRIMA AGRO Tbk

BOARD OF COMMISSIONERS OF PT TELADAN PRIMA AGRO Tbk

- Considering :
- a. whereas by the increasing complexity of the duties and functions of the Board of Commissioners in performing its supervisory function, thus it is necessary to have Sustainability and Corporate Social Responsibility Committee established by and responsible to the Board of Commissioners in assisting the performance of its duties and functions;
 - b. whereas therefore a Sustainability & Corporate Social Responsibility Committee of PT Teladan Prima Agro Tbk has been established based on a Decree of the Board of Commissioners Number 01/SK-DEKOM/TPA/I/2022 regarding the Establishment of Sustainability and Corporate Social Responsibility Committee of PT Teladan Prima Agro Tbk (hereinafter referred to as "Company");
 - c. whereas therefore it is deemed necessary to prepare a Sustainability and Corporate Social Responsibility Committee Charter of the Company and stipulates it in a Decree of the Board of Commissioners.
- In view of :
- a. Law Number 40 of 2007 regarding Limited Liability Company, as already amended by virtue of Law number 11 of 2020 regarding Job Creation;
 - b. Law Number 8 of 1995 regarding Capital Market;
 - c. Articles of Association of the Company (as amended from time to time).

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HAS DECIDED

To stipulate : **ESTABLISHMENT OF SUSTAINABILITY AND CORPORATE SOCIAL RESPONSIBILITY COMMITTEE CHARTER OF PT TELADAN PRIMA AGRO Tbk.**

SUSTAINABILITY AND CORPORATE SOCIAL RESPONSIBILITY COMMITTEE CHARTER of PT TELADAN PRIMA AGRO Tbk

I. COMPOSITION, STRUCTURE AND REQUIREMENTS OF MEMBERSHIP

1. Sustainability and Corporate Social Responsibility Committee comprises of at least 3 (three) members who are appointed by the Board of Commissioners in which one of them will be appointed to serve as the Chairperson of Sustainability and Social Responsibility Committee.
2. The member of Sustainability and Corporate Social Responsibility Committee:
 1. is obliged to have high integrity, capability, knowledge, experience conforming to his/her working field, as well as is capable of communicating well;
 2. is obliged to be familiar with the company's business, especially those relating to the services or business activity of the Company, understand the corporate social responsibility and business sustainability aspect as well as the legislation in Capital Market sector and other related legislation;
 3. understands the principles of business sustainability and good corporate governance;
 4. is ready to improve his/her knowledge, expertise and professional capability on a continuous basis.

II. TERM OF SERVICE

The term of service of the members of the Sustainability and Corporate Social Responsibility Committee is at the longest 3 (three) years.

III. DUTIES AND RESPONSIBILITIES

In performing its functions, the Sustainability and Corporate Social Responsibility Committee assumes the duties and responsibilities among others as follows:

1. Providing for the Board of Commissioners with recommendations on the development and implementation of corporate social responsibility as well as the plan in terms of the development of preservation and sustainability of business of the Company and subsidiaries;

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2. Supporting the supervision function of the Board of Commissioners in monitoring the development and implementation of the plan of corporate social responsibility and business sustainability programs of the Company and subsidiaries;
3. Monitoring and ensuring that the implementation of the general practice of development of preservation and the business sustainability and corporate social responsibility in the Company and subsidiaries is conducted in accordance with the prevailing legislation.
4. Assisting the Board of Commissioners in ensuring that the aspects of environment and business sustainability of the operational activity of the Company and subsidiaries are identified, documented and evaluated accurately and periodically.
5. Assisting the Board of Commissioners in implementing the functions of supervisory, development, advice and direction to the Board of Directors of the Company on the aspects of the environment and business sustainability and corporate social responsibility of the Company.
6. Assisting the Board of Directors to develop the competence of management and employees of the Company in respect to the aspects of environment, business sustainability and corporate social responsibility program.

IV. AUTHORITIES AND WORK MECHANISM

In performing its duties, the Sustainability and Corporate Social Responsibility Committee has the authority and work mechanism as follows:

1. accessing the Company's required documents, data and information on employees, fund, assets and resources;
2. communicating directly to the employees, including the Board of Directors and those parties conducting the functions of Health, Safety and Sustainable Environment (HSSE) and Corporate Social Responsibility (CSR) relating to the duties and responsibility of the Sustainability and Corporate Social Responsibility Committee;
3. involving independent parties outside the members of the Sustainability and Corporate Social Responsibility Committee to assist in the implementation of its duties (when required); and
4. conducting other authorities provided by the Board of Commissioners.

V. WORK PROTOCOL AND PROCEDURE

In performing its duties, responsibilities and authorities, the Sustainability and Corporate Social Responsibility Committee will:

1. Communicate, cooperate and coordinate with all units in the scope of asking for information, clarification, files or reports deemed corresponding each other in the frame of implementing the

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business preservation and sustainability as well as corporate social responsibility of the Company; and

2. Ask for assistance from external parties upon the approval from the Board of Commissioners to conduct special audit in the supervision of the business preservation and sustainability as well as the corporate social responsibility of the Company;

VI. POLICY ON HOLDING THE MEETINGS

1. Sustainability and Corporate Social Responsibility Committee holds the meetings periodically at least once every 3 (three) months;
2. The meeting of the Sustainability and Corporate Social Responsibility Committee can only be convened if attended by more than ½ (half) of total members;
3. Resolution of the meeting of the Sustainability and Corporate Social Responsibility Committee is adopted on amicable basis for consensus; and
4. Each meeting of the Sustainability and Corporate Social Responsibility Committee is contained in the minutes of meeting, including in case of dissenting opinion signed by all attending members of the Sustainability and Corporate Social Responsibility Committee and submitted to the Board of Commissioners.

VII. ACTIVITY REPORTING SYSTEM

1. Sustainability and Corporate Social Responsibility Committee is required to submit a report to the Board of Commissioners for each assignment given;
2. Sustainability and Corporate Social Responsibility Committee is required to prepare an annual report on the implementation of the activities of the Sustainability and Social Responsibility Committee.

VIII. HANDLING THE COMPLAINTS OF THIRD PARTIES

1. Sustainability and Corporate Social Responsibility Committee is required to receive and ensure that any complaints regarding the alleged breach relating to the activities of business sustainability and corporate social responsibility of the Company and subsidiaries are processed reasonably and within the soonest possible time;
2. Conditions for a complaint:
 - a. Complaint is submitted in writing;
 - b. If the complainant discloses his/her identity, the Sustainability and Corporate Social Responsibility Committee is required to keep confidential the complainant's identity.

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- c. Giving the direction on the deviation relating to the implementation of the corporate social responsibility and the environment management of the Company and subsidiaries.
3. In handling any complaints filed by any third parties, the Sustainability and Corporate Social Responsibility Committee may ask for investigation in collaboration with Internal Audit Working Unit and/or Management and/or assigning the independent external consultant and/or expert;
4. If the investigation results proven that the complaint filed by third party is true; then:
 - a. Sustainability and Corporate Social Responsibility Committee brings forward the investigation results to the Board of Commissioners;
 - b. Sustainability and Corporate Social Responsibility Committee monitors the follow-up of such investigation, if requested by the Board of Commissioners.

IX. Closing

1. This Charter becomes effective as of its date of stipulation;
2. Sustainability and Corporate Social Responsibility Charter will be evaluated periodically for adaptation to the development of the prevailing regulation.

Prepared in : Jakarta
Date : January 28, 2022