
MITI SUSTAINABILITY REPORT

2023

Contents

ABBREVIATIONS	IV
MESSAGE FROM YB MINISTER, MITI	VIII
MESSAGE FROM THE SECRETARY GENERAL, MITI	IX
CHAPTER 1: INTRODUCTION.....	1
About this Report	1
External Assurance	1
Materiality	1
Reporting Scope and Boundaries.....	1
Reporting Principles and Frameworks.....	2
Feedback.....	2
A Glance at MITI	3
Overview	3
Vision	3
Mission.....	3
Corporate Philosophy.....	4
Objectives	4
Functions.....	4
Organisation Chart.....	5
Management Profile	6
MITI Offices Abroad.....	7
MITI's Regional Offices	8
Agencies Under the Purview of MITI	9
Policies Launched in 2023	12
MITI's Services.....	13
Awards and Accolades.....	16
MITI Champions ESG Integration in the Manufacturing Sector.....	18
MITI's Sustainability Framework	19
Key focus areas	20
MITI's Sustainability Governance	20
The Role of the Highest Governance Body in Sustainability Reporting.....	25
MITI's Compliance Framework for Sustainability Reporting	28
Stakeholder Engagements	31
Materiality Assessment.....	34
Risks Associated with Non-Compliance to Identified Material Topics	38
Our Commitment to a Sustainable Future.....	40

CHAPTER 2: DRIVING NATIONAL ECONOMIC ADVANCEMENT AND PROSPERITY	43
Background and Context	43
Driving Economic Growth	44
Promoting Job Generation	45
Driving Investment Growth	46
Trade Metrics and Success	47
CHAPTER 3: CHARTING A GREENER PATH.....	49
Background and Context	49
GHG Emissions	49
Scope 1	50
Scope 2	50
Scope 3	50
Energy and Water Consumption.....	51
Energy Consumption.....	51
Measures to Enhance Energy Efficiency	52
New Initiatives to Slash Energy Use	53
Water Consumption.....	54
Waste Management	55
CHAPTER 4: FOSTERING CONNECTION FOR SUSTAINABILITY	56
Background and Context	56
Employees.....	56
Profile of Employees	56
Working Hours.....	57
Leave Benefits.....	57
Diversity.....	58
Profile of workers who are not employees	59
Career Development	60
Training	60
Life-long learning	63
Promotion and Annual Increment	64
Employee Turn-over	64
Benefits	65

Excellence Awards	65
Welfare and Recreational Programmes for Employees	65
Day-care centre at MITI	66
Occupational Safety and Health.....	67
Occupational Safety Programmes	68
Accidents/incidents Reported	70
Health	71
Health Facilities.....	71
Free Health Screening.....	71
Mental Health	71
MITI Wellness Month	72
Building Bonds: Community Engagement.....	72
CHAPTER 5: UPHOLDING GOVERNANCE FOR PROGRESS	76
Background and Context	76
Anti-Corruption	76
Confirmed Cases	77
Training on Anti-Corruption	77
Declaration of Assets	77
Monitoring Mechanism.....	78
Measures to Address Corruption	78
Cybersecurity and data privacy	80
Cybersecurity.....	80
Data Privacy	81
Sources of Data	83
Cyber Security and Data Privacy Policies and Guidelines at MITI	84
Complaints concerning breaches of customer privacy and data security	85
Mitigation Measures	85
Government Procurement	88
CHAPTER 6: GRI CONTENT INDEX.....	89
Statement of Use.....	89
GRI Content Index	89
CHAPTER 7: UNIFYING SUSTAINABILITY	94
Aligning MITI's Initiatives with SDGs and GRI Standards for Sustainable Transformation.....	94
ASSURANCE REPORT	111

Abbreviations

ABMS	Anti-Bribery Management System
AEDs	Automated External Defibrillators
AFTA	ASEAN Free Trade Area
AIMS	Sistem Pengurusan Integriti Agensi
AKI	Anugerah Kecemerlangan Industri
AKKP	Anugerah Khas Keselamatan Perlindungan
AKRAB	Rakan Pembimbing Perkhidmatan Awam
AP	Approved Permit
ASEAN	Association of Southeast Asian Nations
ATIGA	ASEAN Trade in Goods Agreement
BCS	Biopharmaceutics Classification System
BEI	Building Energy Index
BPM	Information Management Division
CDO	Chief Digital Officer
CGSO	Chief Government Security Office
CH ₄	methane
CLBG	Company Limited by Guarantee
COO	Certificate of Origin
CO	carbon monoxide
CO ₂	carbon dioxide
COVID-19	Coronavirus disease 2019
CPTPP	Comprehensive and Progressive Agreement for Trans-Pacific Partnership
CPU	Central Processing Unit
CREST	Collaborative Research in Engineering, Science & Technology
CSIRT	Computer Security Incident Response Team
CSR	Corporate Social Responsibility
CWC	Chemical Weapons Convention
DDoS	Distributed Denial of Service
DKICT	Dasar Keselamatan ICT MITI
DoS	Denial of service
DOSH	Department of Occupational Safety and Health
DOSM	Department of Statistics Malaysia
DPMM	Dewan Perniagaan Melayu Malaysia
DRP	Disaster Recovery Plan
JSM	Department of Standards Malaysia
EC	Energy Commission
EE	Energy Efficiency
EKSA	Ekosistem Kondusif Sektor Awam / Public Sector Conducive Ecosystem /
EPT	External Penetration Test
ESG	Environmental, Social and Governance
EST	Emergency Services Team
EU	European Union

EXIM Bank	Export-Import Bank of Malaysia Berhad
FMM	Federation of Malaysian Manufacturers
FTA	Free Trade Agreement
GBI	Green Building Index
GCERT	Government Computer Emergency Response Team
GDP	Gross Domestic Product
GHG	Greenhouse gas
GLCs	Government-Linked Companies
GRI	Global Reporting Initiative
GSEP	Government Sustainability Engagement Programme
HDC	Halal Development Corporation
HFCs	hydrofluorocarbons
HLP	Hadiah Latihan Persekutuan
HQ	Headquarters
HR	Human Resource
HRMIS	Human Resources Management Information System
ICT	Information and Communications Technology
ICTSO	Information and Communications Technology Security Officer
i-ESG	Industry Environmental, Social and Governance
iGFMAS	iGovernment Financial Management Accounting System
IP	Internet Protocol
IPS	Intrusion Prevention Systems
IPT	Internal Penetration Test
ISBN	International Standard Book Number
ISMS	Information Security Management System
ISO/IEC	International Organisation for Standardisation/International Electrotechnical Commission
ISSN	International Standard Serial Number
JAR	Jawatankuasa Anti-Rasuah
JFPSPAR	Jawatankuasa Fungsi Pematuhan Sistem Pengurusan Anti-Rasuah
JICA	Japan International Cooperation Agency
JPA	Jabatan Perkhidmatan Awam / Public Service Department
JUSA	Jawatan Utama Sektor Awam / Top Management Officers
kgCO _{2e}	kilogramme carbon dioxide emission equivalent
KPDN	Ministry of Domestic Trade and Consumer Affairs
KPS	Kadar Pusingan Stok
KSN	Ketua Setiausaha Negara
kWh	Kilowatt-hour
LED	Light Emitting Diode
LG	Lower Ground
LNPT	Annual Assessment Performance Report
LOO	List of Occupants
m ³	cubic metre
MACC	Malaysia Anti-Corruption Commission
Malware	Malicious Software Infection

MAMPU	Unit Pemodenan Tadbiran dan Perancangan Pengurusan Malaysia
MARii	Malaysia Automotive, Robotics and IoT Institute
MATRADE	Malaysia External Trade Development Corporation
MICCI	Malaysian International Chamber of Commerce & Industry
MIDA	Malaysian Investment Development Authority
MIDF	Malaysian Industrial Development Finance
MITI	Ministry of Investment, Trade & Industry
MNCs	Multinational Corporations
MPC	Malaysia Productivity Corporation
MPIH	Malaysia's Halal Industry Development Council
MPK	National Measurement Council
MRM	Majlis Rekabentuk Malaysia
MS	Malaysian Standard
MSI	Malaysia Steel Institute
MSMEs	Micro, Small, and Medium Enterprises
MTEN	National Economic Action Council
MyCERT	Malaysia Computer Emergency Response Team
MyGPI	Malaysia Government Performance index
MyMIS	Malaysian Public Sector Management of Information & Communications Technology Security Handbook
MySTEP	Malaysia Short-Term Employment Programme
N2O	nitrous oxide
NACSA	National Cyber Security Agency
NADOPOD	Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease
NAICO	National Aerospace Industry Corporation
NC4	National Cyber Coordination and Command Centre
NCDs	Non-communicable diseases
NDA	Non-Disclosure Agreement
NF3	nitrogen trifluoride
NGO	Non-governmental organisation
NHI	National Human Resource Institute
NIA	National Investment Aspiration
NIMP	New Industrial Master Plan
NMIM	National Metrology Institute of Malaysia
NPCO	Non-Preferential Certificate of Origin
OSHA	Occupational Safety and Health Act
PCO	Preferential Certificate of Origin
PDA	Personal Data Protection Act
PdP	Perkhidmatan kepada penerbit
PFCs	perfluorocarbons
PGT	Pergerakan Gaji Tahunan
PhD	Doctor of Philosophy
PIA	Permit Issuing Agencies
PKPA	Pekeliling Kemajuan Pentadbiran Awam
PL	Passenger Lift

PMR	Penilaian Menengah Rendah
PMSB	Putrajaya Management Sdn. Bhd.
POL	Pelan Operasi Latihan
PPRRM	Pelan Pengurusan Risiko Rasuah MITI
PPSM	Panel Pembangunan Sumber Manusia
PSP	Digitalisation Strategic Plan
QAS	Quality Assurance Scheme
R&D	Research and development
RAKKSSA	Rangka Kerja Keselamatan Siber Sektor Awam
RCEP	Regional Comprehensive Economic Partnership
RELA	Jabatan Sukarelawan Malaysia
RM	Ringgit Malaysia
SDGs	Sustainable Development Goals
SEDP	Senior Executive Development Programme
SF6	sulphur hexafluoride
SIRIM	Standard and Industrial Research Institute of Malaysia
SISPAA	Sistem Pengurusan Aduan Awam
SOP	Standard operating procedure
SPA	Security Posture Assessment
SPM	Sijil Pelajaran Malaysia
SSC	Sustainability Steering Committee
STA	Strategic Trade Act
STPM	Sijil Tinggi Pelajaran Malaysia
SWC	Sustainability Working Committee
TASKA	Taman Asuhan Kanak-Kanak
TNA	Training Needs Analysis
UN-SDGs	United Nation-Sustainable Development Goals
WASA	Web Application Security Assessment
WBF	Flexible Working Hours

Message from YB Minister, MITI

Entrusted with the vision of positioning Malaysia as the preferred investment destination and fostering a sustainable, industrial and competitive trading nation, Ministry of Investment, Trade and Industry (MITI) is uniquely positioned to spearhead the manufacturing sector's adoption of a sustainability agenda. In line with our commitment to the sustainability agenda, MITI launched the Industry Environmental, Social and Governance (i-ESG) Framework in 2023 to foster a more resilient manufacturing sector. One of the key initiatives within the Framework was to promote sustainability reporting aligned with global best practices, ensuring the industry's effectiveness in responding to the growing list of stakeholder expectations.



Given the imperative nature of sustainability disclosure in today's landscape, MITI remains dedicated to leading by example, as exemplified in the comprehensive insights provided within our inaugural Sustainability Report. Specifically, this report marks a significant milestone in our journey towards embedding sustainability at the core of the Ministry. In this context, we believe that the highlighted Environmental, Social and Governance (ESG) initiatives are pivotal in communicating our commitment to achieving the United Nations Sustainable Development Goals (UN-SDGs) to our stakeholders.

I would like to extend my gratitude to everyone who has contributed to the successful and timely publication of MITI sustainability report. Your invaluable insights, expertise and unwavering dedication have been instrumental in shaping a comprehensive document. Crucially, the ESG information contained within the report will serve as a critical baseline that guides us to continuously improve and refine our sustainability priorities and actions. As we move forward, I am confident that our report will inspire and motivate all stakeholders to join us in this noble endeavour. By working together, we can create a sustainable, inclusive and resilient Malaysia that sets a benchmark for the world.

Tengku Zafrul Abdul Aziz
Minister
Ministry of Investment, Trade and Industry

Message from the Secretary General, MITI

It is with great pride that I present the inaugural Ministry of Investment, Trade and Industry (MITI) 2024 Sustainability Report, marking a significant milestone in our commitment to a sustainable future. The objective with this report is to convey a detailed account of our Environmental, Social and Governance (ESG) efforts, ambitions and impacts to our stakeholders. This report not only serves to provide a fundamental understanding of our sustainability baseline performance, and but also allows us to identify areas of improvement.



In line with current sustainability reporting guideline and best practices, this document is systematically structured to provide a detailed overview of the various ESG initiatives and measures implemented by MITI in 2023. When reflecting on the lessons and achievements, it is apparent that MITI has made substantial progress in becoming a socially and environmentally responsible organisation. Notable achievements include a significant milestone in gender diversity: our overall female workforce accounts for 61 percent of the total employees in MITI, notably, exceeding the government's target of 30 percent female representation in the top management and division head levels. Additionally, we have measured our greenhouse gas (GHG) emissions across Scope 1, Scope 2 and Scope 3 (employees commuting and business travel), providing a comprehensive understanding of our environmental impact.

The shifting of cultural mindset and behaviour is a complex and gradual process. Nevertheless, through collaboration and a shared commitment to social equity and environmental stewardship, MITI, can, and will, impart meaningful change. It is my hope that this report will not only increase enthusiasm among our fellow *MITIans* but also inspire them to collaborate with our stakeholders in contributing to a sustainable world.

Hairil Yahri Yaacob
Secretary General
Ministry of Investment, Trade and Industry

Chapter 1: Introduction

About this Report

The Ministry of Investment, Trade and Industry (MITI) Sustainability Report outlines our efforts and commitment to driving sustainability across our operations. We strive to continuously enhance and advance our approach to sustainability, fostering a culture of sustainability within the Ministry. This report is prepared in reference with the Global Reporting Initiative (GRI) sustainability reporting standards. MITI transparently discloses all ascertainable information and data.

External Assurance

This Report has been externally assured by ESGRight Sdn. Bhd., which has verified that the policies, initiatives and data disclosed here are accurate and acceptable. (Please refer to report of the limited assurance in pages 111 – 115) (as per scope of work mentioned in the Limited Assurance Report).

Materiality

The information presented in this report addresses matters most material to our operations and stakeholders. We identify, prioritise and validate our material matters via a four-step materiality assessment¹.

Reporting Scope and Boundaries

The year 2023 marks the inaugural year of our reporting. The reporting period spans from 1 January to 31 December 2023, unless otherwise specified, encompassing the activities of MITI Headquarters (HQ) situated in Kuala Lumpur. Following are several reasons for this first report to focus on the HQ rather than extending the process to all branches:

- a) MITI HQ serves as the pilot location for sustainability reporting. This allows us to refine the data collection, analysis, and reporting processes before rolling them out to other branches;
- b) MITI HQ has better access to organisation-wide data, making it easier to gather and compile the necessary information for a comprehensive report; and
- c) The complexity of sustainability reporting increases with the number of branches involved. By focusing on the HQ first, we can manage the scope and scale of the project more effectively.



¹ GRI 3: Material Topics Guideline.

Reporting Principles and Frameworks

Contents of this Report have been developed with reference to the GRI Standards and UN-SDGs, while the i-ESGStart (1st Edition, 2023) was used as a reference document. All greenhouse gas (GHG) emissions data disclosed are guided by and refer to GHG Protocol.

Feedback

We welcome feedback, suggestions and comments to help us improve our sustainability practices, reporting and overall performance. Kindly submit your feedback to:

	Muhammad Adam bin Anuar Industry ESG Division Ministry of Investment, Trade and Industry
	Email: adam@miti.gov.my or allesg@miti.gov.my

A Glance at MITI

Overview

The Ministry of Commerce and Industry was established in April 1956 and situated in Government Office, Jalan Raja. The Ministry was then renamed the Ministry of Trade and Industry in February 1972. On 27 October 1990, the Ministry was separated into two Ministries, namely:

- Ministry of International Trade and Industry (MITI); and
- Ministry of Domestic Trade and Consumer Affairs (KPDN).

On 12 April 2023, the Ministry of International Trade and Industry (MITI) announced that it had changed its name to the Ministry of Investment, Trade and Industry. Nevertheless, the acronym remains as MITI. This aligns with the Ministry's responsibility and function to attract foreign investment, empower local investment, strengthen international trade and empower sustainable industrial development for the continuation of the country's economic redevelopment as outlined by the *Madani* Government².

Vision

Malaysia as the preferred investment destination, sustainable industrial and competitive trading nation.

Mission



² Malaysia Madani is a policy framework and government slogan introduced by the administration led by the 10th Prime Minister, Dato' Seri Anwar Ibrahim. The concept focuses mainly on good governance, sustainable development and racial harmony in the country. (Source: <https://malaysiamadani.gov.my/>)

Corporate Philosophy



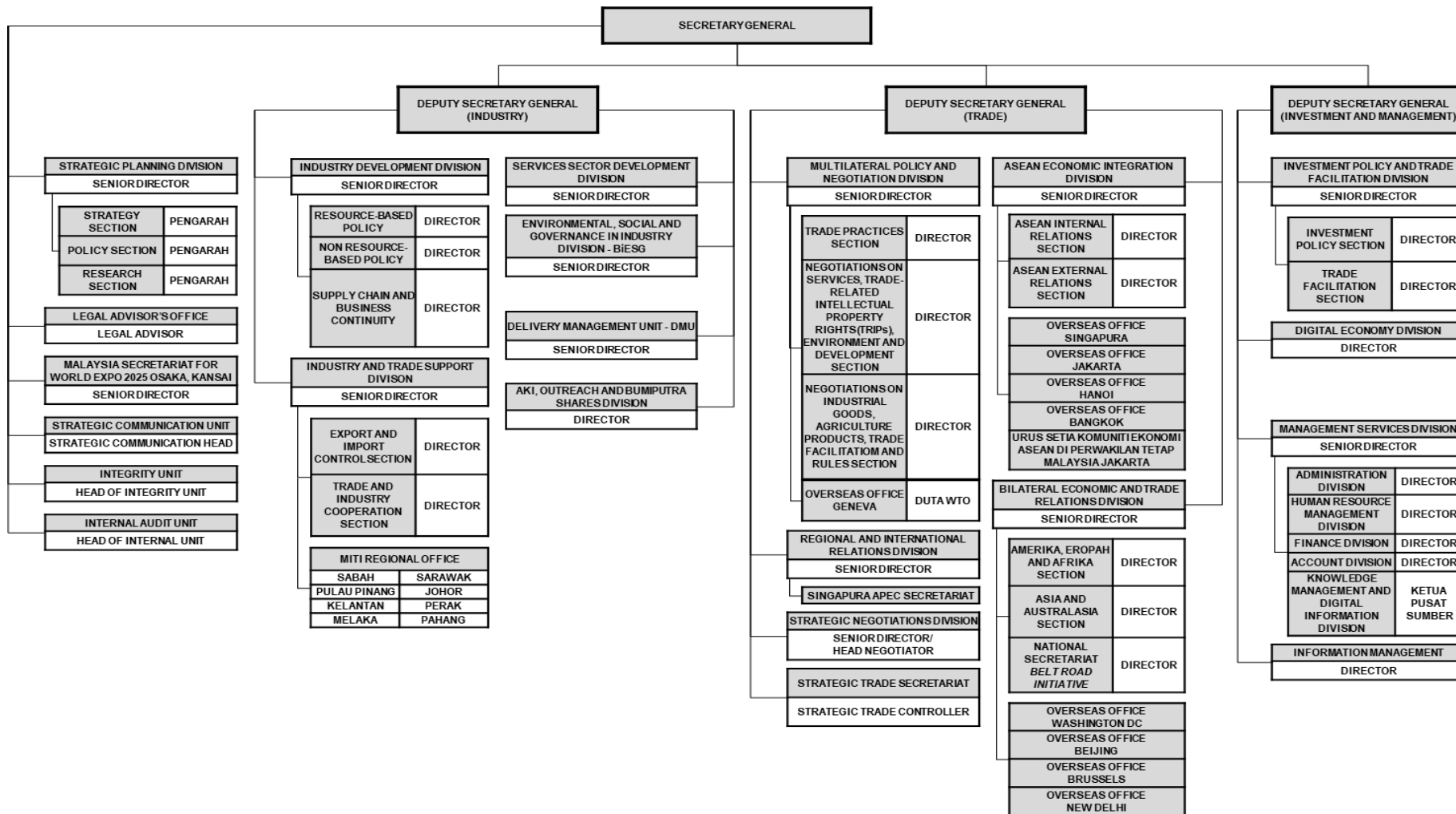
Objectives

- To formulate and implement investment, trade and industrial policies to generate sustainable economic growth
- To create innovative and high skilled employment opportunities for Malaysia's growing workforce
- To drive Malaysia towards a developed nation and enhance the wellbeing of the *rakyat*

Functions

To develop and implement policies on industrial development, international trade and investment	To attract quality foreign and domestic investments
To promote and increase Malaysia's exports of high value-added goods and services by strengthening bilateral, regional and multilateral trade relations and cooperation	To enhance national productivity and competitiveness, particularly in manufacturing and services sectors
To ensure a conducive business ecosystem to facilitate trade and investment	To provide credible standardisation, accreditation and conformity assessment services to enhance societal and environmental wellbeing as well as facilitate trade and economic growth
To promote and accelerate adoption of digitalisation and innovative technologies, including data-driven policies, towards growing globally competitive industries	To facilitate the development of small and medium enterprises, including homegrown industries, and the Bumiputera community to become globally competitive and integrate into the global value chain

Organisation Chart³



³ For functions of each division, please refer to https://www.miti.gov.my/index.php/edirectory/edirectory_list/4

Management Profile



YB Senator Tengku
Datuk Seri Utama
Zafrul Tengku
Abdul Aziz

Minister



YB Liew Chin Tong

Deputy Minister



YBhg Dato' Hairil
Yahri Yaacob

Secretary General



YBhg Datuk Hanafi
Sakri

Deputy Secretary
General (Industry)



YBrs. Puan Mastura
Ahmad Mustafa

Deputy Secretary
General (Trade)



YBhg. Datuk Bahria
Mohd Tamil

Deputy Secretary
General
(Investment and
Management)

MITI Offices Abroad

The overseas offices of MITI monitor and evaluate economic developments, trade policies, and investment procedures that impact Malaysia, reporting their findings to headquarters, relevant ministries, and private sector organisations. They track multilateral trade and investments abroad, report on trade measures like anti-dumping actions, and update on changes in foreign trade laws and sanctions. These offices respond to trade and investment issues, assist Malaysian companies with cross-border investments by providing information on incentives and regulations, and strengthen networks with government officials, private organisations, and international bodies. They also promote trade and multilateral negotiations, organise trade missions and seminars, and manage official visits of MITI ministers and other high-ranking officials. (For more information on MITI overseas, please refer to: <https://www.miti.gov.my/index.php/pages/view/2020?mid=714>).

MITI's Offices Abroad

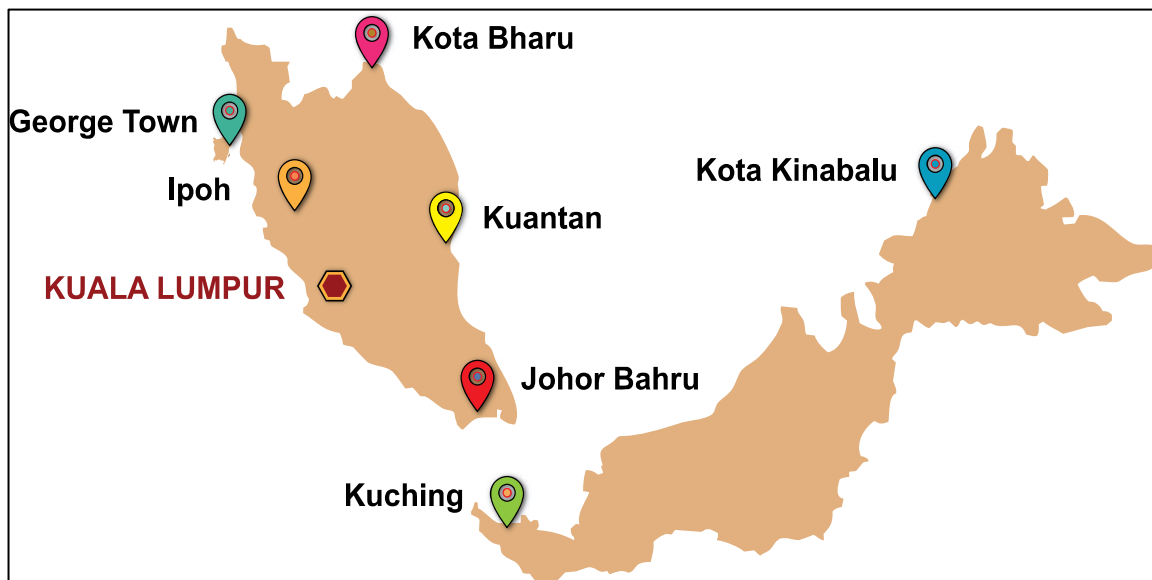


MITI's Regional Offices





MITI Regional Offices are situated in Johor, Kelantan, Pahang, Perak, Pulau Pinang, Sabah and Sarawak. They play an important role with respect to coordinating issues relating to trade and industry at the state level. The Directors are also the focal point for resolving issues between the Federal and the State Governments. They cooperate with state's chambers, associations and the private sector to facilitate trade and industry matters. Apart from that, the regional offices monitor and report to MITI HQ the latest developments in the implementation of trade and industrialisation policies at the state level such as Bumiputera participation, development, vendor, factory closures, the environment and others. (For more information on MITI regional:

<https://www.miti.gov.my/index.php/pages/view/79?mid=717>).

MITI's Regional Offices





Agencies Under the Purview of MITI⁴





	<p>Malaysian Investment Development Authority (MIDA) Incorporated in 1967 as a statutory body under the Malaysian Industrial Development Authority (MIDA) Act. MIDA's mandate is to harmonise government promotion efforts, optimise resources, and establish effective structured investment promotion agency (IPA) governance. This empowers MIDA to attract investments, fostering positive economic spill-over effects, and aligning with national goals. (https://www.mida.gov.my)</p>
	<p>Malaysia External Trade Development Corporation (MATRADE) Incorporated in 1992 as a statutory body under the Malaysian External Trade Development Corporation (MATRADE) Act. MATRADE's mission is to promote Malaysia's export which has enabled many local companies to carve new frontiers in global markets. (https://www.matrade.gov.my)</p>
	<p>Malaysia Productivity Corporation (MPC) MPC is a federal statutory body under MITI. MPC drives productivity and competitiveness improvement holistically at national, sectoral and enterprise levels guided by five (5) thrusts, comprising development of future workforce, accountable for productivity, digitalisation and innovation, forging robust ecosystem and productive mindset. MPC collaborates strategically with the private and public sectors to forge productivity as the game changer in boosting productivity and competitiveness of the nation towards wellbeing and prosperity. (https://www.mpc.gov.my)</p>
	<p>Malaysian Industrial Development Finance (MIDF) MIDF Group, a wholly-owned subsidiary of Malaysia Building Society Berhad (MBSB), is a financial services provider in three (3) core business areas: investment banking, development finance and asset management. (https://www.midf.gov.my)</p>
	<p>Malaysia Steel Institute (MSI) MSI is an industry driven enterprise supported and funded by MITI on shared responsibility basis with the industry. MSI is responsible for facilitating and providing input to support the government in policy formulation, facilitating R&D, and facilitating standards development through consultation with relevant government agencies and the iron and steel industry. (https://my.msi.com)</p>
	<p>Halal Development Corporation (HDC) Incorporated in 2006, HDC spearheads the development of Malaysia's integrated and comprehensive halal ecosystem and infrastructure to position Malaysia as the most competitive country leading the global halal industry. (https://hdcglobal.com)</p>

⁴ Agencies are set to publish their own sustainability reports, with some having already done so.

	<p>Standard and Industrial Research Institute of Malaysia (SIRIM) SIRIM is wholly-owned by the Minister of Finance (Incorporated). With over forty years of experience and expertise, SIRIM is mandated as the machinery for research and technology development, and the national champion of quality. SIRIM focuses on developing new technologies and improvements in the manufacturing, technology and services sectors. https://www.sirim.my</p>
	<p>Collaborative Research in Engineering, Science & Technology (CREST) CREST is an agency of MITI which was formed to address Malaysia's E&E needs to grow the R&D&C ecosystem through market driven collaborative R&D and Talent Development. CREST serves as a catalyst that connects industry, academia, and government, bringing them together to collaborate and collectively create solutions for the ecosystem. https://crest.my</p>
	<p>National Aerospace Industry Corporation (NAICO) NAICO Malaysia is mandated to monitor the development of the Malaysian aerospace industry in line with the initiatives of the 12th Malaysia Plan, ensuring that the industry achieves its desired goals outlined in the Malaysia Aerospace Blueprint 2030. https://www.naicomalaysia.my</p>
	<p>Malaysia Automotive, Robotics and IoT Institute (MARii) MARii is an agency under MITI which serves to promote the development of smart systems through the implementation of digital technologies with a special focus on big data analytics and artificial intelligence, including automotive and connected mobility ecosystem. https://marii.my</p>
	<p>InvestKL InvestKL is an investment promotion agency for Greater Kuala Lumpur, which attracts and facilitates the establishment of global services hubs by the world's leading companies. As a holistic partner, InvestKL is involved in every stage of the investment process, from a partner in early project implementation to post-investment services. https://www.investkl.gov.my</p>
	<p>EXIM Bank As a wholly-owned subsidiary of the Minister of Finance (Incorporated), the Bank was established to promote reverse investment and export of strategic sectors such as capital goods, infrastructure projects, shipping, value added manufactured products and to facilitate the entry of Malaysian companies to new markets, particularly to the non-traditional markets. https://www.exim.com.my</p>
	<p>Department of Standards Malaysia (JSM) JSM is a Federal Department which serves as the National Standards Body and National Accreditation Body. JSM is responsible to develop and promote the usage of Malaysian Standards (MS); as well as providing</p>

	<p>accreditation services to laboratories, certification bodies and inspection bodies. https://www.jsm.gov.my</p>
	<p>Majlis Rekabentuk Malaysia (MRM) MRM ensures the development of innovation and design in Malaysia while enhancing expertise, capabilities and proficiency in industrial design. https://www.mrm.gov.my</p>
	<p>National Measurement Council (MPK) National Measurement Council (MPK) is responsible for advising on all matters related to the national policy objectives for measurement activities as stipulated in Part IV of the National Measurement System Act 2007 (Act 675). MPK also plays a role in enhancing international confidence in measurement activities in Malaysia by prioritising the public interest in trade, health, safety, and the environment. National Metrology Institute of Malaysia (NMIM) serves as the Secretariat for MPK. https://www.nmim.gov.my</p>

Policies Launched in 2023

Policy Documents		Objectives
	<p>New Industrial Master Plan 2030 (NIMP 2030)</p>	<p>Advance Economic Complexity Tech up for digital vibrant nation Push for Net Zero Safeguard Economic Security and Inclusivity (For more information, please refer to https://www.nimp2030.gov.my/)</p>
	<p>i-ESG Framework</p>	<p>Build and strengthen a system to encourage and enhance ESG practices in the manufacturing sector (For more information, please refer to https://www.miti.gov.my/miti/resources/IESG/BookletFramework_FA.pdf)</p>
	<p>Chemical Industry Roadmap 2030</p>	<p>Increase the value add from building blocks Enhance industry integration Increase competitiveness of the chemical industry Improve the sustainability of the industry Introduce new technology (For more information, please refer to https://www.miti.gov.my/miti/resources/CIR2030/CIR2030_Booklet.pdf)</p>
	<p>MITI Annual Report 2022</p>	<p>MITI's achievements in terms of industry development, trade and investment performances Challenges in domestic and international economics (For more information, please refer to https://www.miti.gov.my/miti/resources/MITI%20Report/MITI_REPORT_2022.pdf)</p>

MITI's Services

As an entity under the General Public Administration activities⁵, MITI provides the following services:

- a. Approved permits: Approved Permit (AP) is an import and export license issued by the Permit Issuing Agencies (PIAs) under the Customs Act 1967. For products such as vehicle, iron & steel, heavy machinery, chemical weapons convention (CWC) chemicals;
- b. Preferential Certificate of Origin (PCO): prove the origin status of a product. It also acts as an import document to the customs of importing country in order for a product to enjoy tariff concession. Allows buyer to pay lower customs duty or total removal of customs duty when exporting goods under a Free Trade Agreement (FTA) or Scheme of Preferences; and
- c. To date, Malaysia has signed and implemented a total of 16 FTAs (seven (7) bilateral FTAs and nine (9) regional FTAs). Notably, in 2022, Malaysia implemented two mega-FTAs, namely Regional Comprehensive Economic Partnership (RCEP) and the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP). Currently, there is one (1) FTA under negotiation, i.e. Malaysia-European Free Trade Association Economic Partnership Agreement (MEEPA).

Bilateral Free Trade Agreements

FTA	Date of Entry into Force (EIF)
1. Malaysia-Japan Economic Partnership Agreement (MJEPA)	13 July 2006
2. Malaysia-Pakistan Closer Economic Partnership Agreement (MPCEPA)	1 January 2008
3. Malaysia-New Zealand Free Trade Agreement (MNZFTA)	1 August 2010
4. Malaysia-India Comprehensive Economic Cooperation Agreement (MICECA)	1 July 2011
5. Malaysia-Chile Free Trade Agreement (MCFTA)	25 February 2012

⁵ MALAYSIA STANDARD INDUSTRIAL CLASSIFICATION (MSIC) - 8411 GENERAL PUBLIC ADMINISTRATION ACTIVITIES.

FTA	Date of Entry into Force (EIF)
6. Malaysia-Australia Free Trade Agreement (MAFTA)	1 January 2013
7. Malaysia-Turkey Free Trade Agreement (MTFTA)	1 August 2015

Regional Free Trade Agreements

FTA	Date of Entry into Force (EIF)
1. ASEAN Free Trade Area (AFTA)	1993
2. ASEAN-China Free Trade Agreement (ACFTA)	1 July 2003
3. ASEAN-Korea Free Trade Agreement (AKFTA)	1 July 2006
4. ASEAN-Japan Comprehensive Economic Partnership (AJCEP)	1 February 2009
5. ASEAN-Australia-New Zealand Free Trade Agreement (AANZFTA)	1 January 2010
6. ASEAN-India Free Trade Agreement (AIFTA)	1 January 2010
7. ASEAN-Hong Kong Free Trade Agreement (AHKFTA)	13 October 2019
8. Regional Comprehensive Economic Partnership (RCEP)	18 March 2022
9. Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)	29 November 2022

- d. Non-Preferential Certificate of Origin (NPCO): A NPCO is a trade document that helps to identify the origin of the good. NPCOs are issued by chambers and associations authorised by MITI. Among the chambers and associations are Federation of Malaysian Manufacturers (FMM), *Dewan Perniagaan Melayu Malaysia* (DPMM), Malaysian International Chamber of Commerce and Industry (MICCI);

- e. MITI has established a Strategic Trade Secretariat (STS) on 1 August 2010 to coordinate the implementation of the Strategic Trade Act (STA) 2010⁶. STS is led by a Strategic Trade Controller to perform functions that include:
- i. to control and monitor the issuance of export/ transit / tranship permits and/or broker certificates and the use of strategic items and related matters;
 - ii. to provide advice to the Minister and the Government on matters relating to the STA 2010 and the development thereof and the implications of such developments for Malaysia;
 - iii. to establish, maintain and develop cooperation with other organizations relating to strategic trade;
 - iv. to implement the obligations arising from agreements, conventions or treaties relating to strategic trade to which Malaysia is a party where such agreements, conventions or treaties related to the STA 2010; and
 - v. to implement, coordinate and ensure the development and growth of the industry sectors in Malaysia to grow in line with the Industrial Policies and the provisions of the acts and rules and regulations.
- f. Allotment of Special Bumiputera Shares which are special shares allocated only to Bumiputera⁷. It involves offers by companies to:
- i. tiers;
 - ii. foundation;
 - iii. cooperatives;
 - iv. companies; and
 - v. individual.

⁶ Strategic Trade Act is an Act to provide for control over the export, transshipment, transit and brokering of strategic items, including arms and related material, and other activities that will or may facilitate the design, development and production of weapons of mass destruction and their delivery systems and to provide for other matters connected therewith, consistent with Malaysia's national security and international obligations. For further information, please refer to <https://www.miti.gov.my/index.php/pages/view/sta2010>.

⁷ Bumiputera - <https://www.miti.gov.my/index.php/pages/view/377?mid=1141>.

Awards and Accolades

No	Item	Award	Year	Awarded/Recognised by
1	Information Security Management System (ISMS) <i>Pengurusan dan Pengoperasian Pusat Data dan Sistem Peruntukan Saham Khas Bumiputera</i>	ISO/IEC 27001:2013 Information Technology-Security Techniques-Information Security Management Systems-Requirements	Jun 2022 - Jun 2025	SIRIM QAS International
2	Public Sector Conducive Ecosystem <i>Ekosistem Kondusif Sektor Awam (EKSA)</i>	Excellence	2021 - 2023	MAMPU
3	Malaysia Government Performance Index (MyGPI), 2022 - 2023	Gold 1	2022 - 2023	MAMPU
4	Green Building Gold Standard	<i>Anugerah Khas Datuk Bandar Dewan Bandaraya Kuala Lumpur</i>	30 August 2023	Kuala Lumpur City Hall
5	<i>Program Pendidikan dan Promosi Kesihatan Jabatan Kesihatan Wilayah Persekutuan Kuala Lumpur dan Putrajaya</i>	<i>Sijil Penghargaan</i>	2023	Kuala Lumpur and Putrajaya Health Department
6	<i>Program Keceriaan Antara Kementerian Sempena Sambutan Bulan Kebangsaan 2023</i>	Five (5) star rating	2023	Ministry of Communication and Digital
7	Cashless Campaign (<i>Kempen Cashless Boleh 3.0</i>)	100 percent Digital Payment Utilisation Rate	2023	Ministry of Finance

No	Item	Award	Year	Awarded/Recognised by
8	Green Building Index (GBI) ⁸	Gold (Renewal Verification Assessment)	2022 - 2025	GBI Accreditation Panel
9	Main Store Management (Pengurusan Stor Utama)	Kadar Pusingan Stok (KPS) 4.0 dan ke atas bagi Tahun 2022	2023	Ministry of Finance
10	Anti-Bribery Management System (ABMS)	ISO/IEC 27001:2016 MS ISO 37011:2016	2023 - 2026	SIRIM QAS International
11	Anugerah Khas Keselamatan Perlindungan (AKKP)	5 Star (Excellence)	2023	Chief Government Security Office, (CGSO)
12	Anugerah Pembangunan Negara Tahun 2023 (Prestasi Pembangunan Terbaik Peruntukan di bawah RM1 bilion)	Winner	2023	Implementation Coordination Unit, Prime Minister Office

⁸ The Green Building Index (GBI) is an environmental rating system for buildings developed by PAM (*Pertubuhan Arkitek Malaysia* / Malaysian Institute of Architects) and ACEM (the Association of Consulting Engineers Malaysia). The GBI is Malaysia's first comprehensive rating system for evaluating the environmental design and performance of Malaysian buildings based on the six (6) main criteria of Energy Efficiency, Indoor Environment Quality, Sustainable Site Planning & Management, Materials & Resources, Water Efficiency, and Innovation.

MITI Champions ESG Integration in the Manufacturing Sector

In September 2023, MITI initiated the rollout of the New Industrial Master Plan 2030 (NIMP 2030), with its third mission, "Push for Net Zero", geared towards addressing climate change by striving for a Net Zero future. As a ministry dedicated to fostering sustainable practices within the manufacturing sector, MITI is committed to upholding robust ESG standards. Recognising our pivotal role in championing sustainability among industry stakeholders, we continuously explore avenues to embed sustainability principles into our operational framework, thereby contributing to both economic prosperity and societal advancement.

One of the key milestones outlined in the NIMP 2030 is the introduction of the Industry ESG Framework (i-ESG Framework) in October 2023. This Framework is designed to establish and fortify a comprehensive system aimed at promoting and enhancing ESG practices within the manufacturing domain. Comprising four (4) essential components—Standards, Capacity Building, Financing, and Market Mechanisms—the i-ESG Framework encompasses a range of impactful initiatives:

- a. i-ESGReady: A self-assessment tool enabling companies to gauge their ESG adoption level, categorised as basic, limited, evolving, or advanced.
- b. KenalESG: A nationwide awareness programme aimed at fostering understanding and engagement on ESG principles among stakeholders in the manufacturing sector.
- c. i-ESGStart: An inclusive toolkit featuring essential resources, templates, and illustrative examples aligned with both local and international standards, tailored to assist Micro, Small, and Medium Enterprises (MSMEs) in developing their sustainability reporting.
- d. ESGClinic: A personalised guidance session offering support on effective utilisation the i-ESGStart toolkit.
- e. ESGMentor: A mentorship initiative pairing seasoned mentors from multinational corporations (MNCs) and large enterprises with organisations seeking guidance and support in integrating ESG principles into their operations.
- f. Government Sustainability Engagement Programme (GSEP): A sustainability knowledge enhancement programme among government agencies and ministries.
- g. Sustainability Report: MITI underscores its dedication to ESG and sustainability by publishing its inaugural sustainability report for 2023. This report highlights

key ESG metrics pertinent to MITI, showcasing the Ministry's alignment with stated principles and its contribution to sustainable development.



















By implementing the i-ESG Framework and associated initiatives, MITI underscores its dedication to promoting responsible and sustainable practices within the manufacturing sector. Through capacity building, financial support, and market mechanisms, MITI seeks to empower businesses to embrace ESG principles and drive positive ESG outcomes. Additionally, the Ministry's own sustainability report serves as a transparent reflection of its commitment to ESG integration and accountability, reinforcing MITI's leadership in fostering sustainable development within Malaysia.

MITI's Sustainability Framework

To align with Strategy B2 (Deliverable B2.2) of the i-ESG Framework, which calls for the appointment of sustainability officers within government organisations to produce sustainability reports and set targets for achieving the SDGs, MITI has adopted a structured and strategic approach. This initiative integrates ESG considerations into decision-making processes and operations. By embedding ESG principles at the core of its policies, MITI aims to drive sustainable growth, enhance transparency, and ensure accountability, while actively contributing to the nation's progress toward the SDGs.

As an initial step, MITI has established a sustainability governance structure to effectively disseminate its ESG agenda across the organisation. At the forefront of MITI's sustainability initiatives is its leadership team, supported by the appointment of a dedicated sustainability officer and the formation of a Sustainability Steering Committee (SSC) and Sustainability Working Committee (SWC). These committees are tasked with oversight and assumes overarching responsibility for all key ESG material aspects within the organisation, as detailed below:

Key focus areas⁹

Economic	Environmental	Social	Governance
Economic Growth	GHG Emissions Energy Water Waste	Employees' Wellbeing Career Development Safety and Health Diversity Community	Anti-corruption Data Privacy and Security Government Procurement
    	   	     	  

MITI's Sustainability Governance

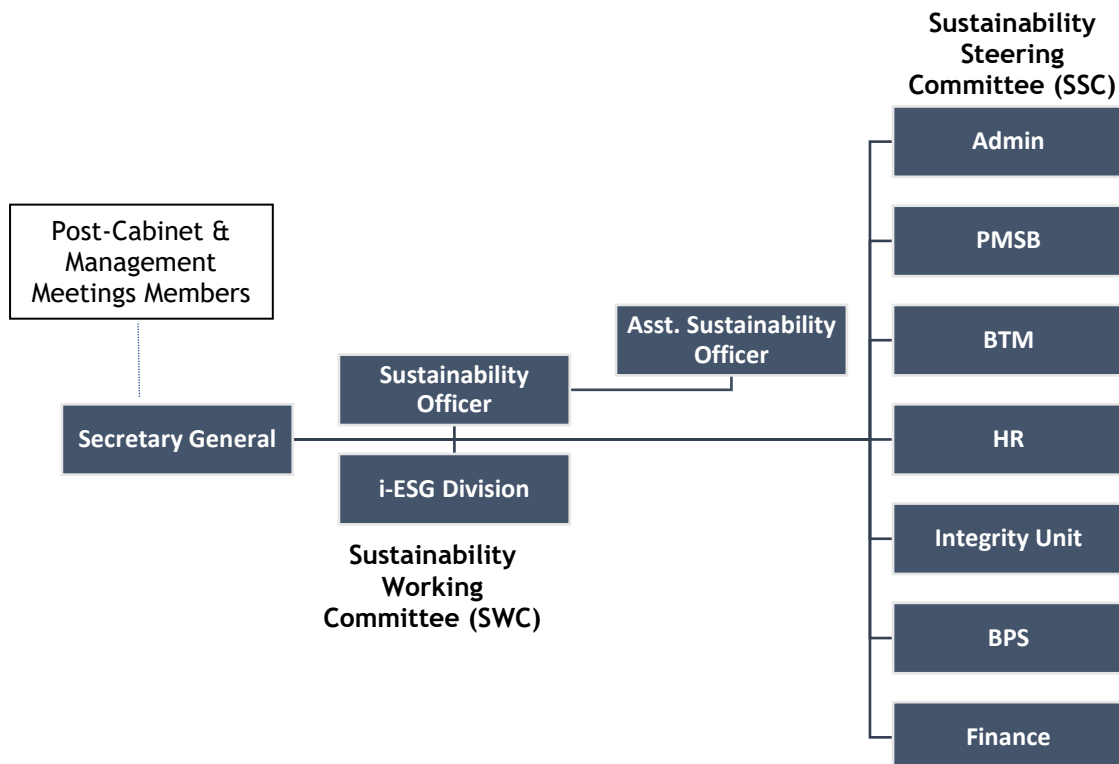
At MITI, sustainability governance is paramount, structured to ensure effective oversight and implementation of sustainability endeavours:

- Apex Governance
Under the leadership of the Secretary General, who oversees the highest levels of sustainability strategy and execution, MITI has integrated key sustainability metrics into the Secretary General's core performance indicators. These KPIs include enhancing energy efficiency, increasing waste recycling, promoting sustainable sourcing, and ensuring workforce diversity and wellbeing. By embedding these into the Secretary General's top three (3) KPIs, MITI underscores the critical importance of advancing the sustainability agenda.
- Sustainability Officer and Assistant Sustainability Officer
Appointed to spearhead and coordinate sustainability initiatives, serving as a focal point for sustainability efforts.
- Sustainability Working Committee (SWC)
Comprised of officers from the i-ESG Division across various units. Led by Unit Social (S) of the i-ESG Division, this committee is responsible for coordinating and organising sustainability reporting, as well as managing related meetings and workshops.

⁹ These focus areas are linked to SDGs in Chapter 7.

- Sustainability Steering Committee (SSC)
Comprising directors and senior leaders across functions, this committee ensures strategic alignment and drives the execution of sustainability initiatives.

MITI's Sustainability Governance Structure



In alignment with our commitment to sustainability, ESG matters at MITI are overseen by the highest level of authority, the Secretary General. The findings of the sustainability report are presented at the Management Meeting, chaired by the Secretary General, and subsequently endorsed at the Post Cabinet Meeting, chaired by the Minister. Members of these meetings have direct oversight of ESG matters, including related risks and opportunities across the short, medium, and long-term. They ensure that sustainability issues such as climate change, employee welfare, and supply chain management are integrated into MITI's strategic direction.

The execution of sustainability initiatives is further supported by MITI's Sustainability Officers, along with the SSC and SWC, ensuring effective implementation and alignment with our overarching ESG goals.

Roles	Responsibilities
Post-Cabinet Meeting	<ul style="list-style-type: none"> Endorses the sustainability reports to be assured and published
Management Meeting	<ul style="list-style-type: none"> Sets MITI's sustainability strategy and direction, goals and objectives, and regularly reviews the progress that has been made
Sustainability Officer and Assistant Sustainability Officer	<ul style="list-style-type: none"> Spearhead and coordinate sustainability initiatives, serving as a focal point for sustainability efforts. Chairs the SWC (whenever needed) and SSC (quarterly) meetings to identify material topics as well as to determine the risks and opportunities related to the material matters. Oversees stakeholder engagement and the materiality assessment. Ensures processes and controls are in place across the ministry for the successful implementation of sustainability strategies, and reports on the organisation's ESG performance. Reviews the effectiveness of sustainability compliance framework, assess any regulatory changes, and update processes accordingly.
Sustainability Working Committee (SWC)	<ul style="list-style-type: none"> Meets whenever needed to ensure robustness of systems and processes in sustainability management. Provides the SSC with technical knowledge to help to collect data and draft MITI's sustainability report.

Roles	Responsibilities
	<ul style="list-style-type: none"> • Organise and coordinate meetings and workshops to identify material topics and draft the sustainability report. • Manage the entire process of writing, editing, and publishing the sustainability report, culminating in its official launch.
Sustainability Steering Committee (SSC)	<ul style="list-style-type: none"> • Meets on a quarterly basis to monitor progress on sustainability performance • Monitors economic, environmental, social and governance risks related to MITI's operations and strategy. • Approves targets and ESG disclosures.

Key Features of MITI's Sustainability Reporting

Transparency and Reporting

MITI is dedicated to transparent sustainability practices, employing robust reporting mechanisms:

- Comprehensive Sustainability Reports
To produce biannual sustainability reports to offer comprehensive insights into achievements, challenges and future strategies related to sustainability goals. Additionally, annual emissions data will be included as part of the MITI Annual Report, ensuring transparency and consistency in reporting environmental impacts.
- Independent Assurance
To undergo independent verification to bolster credibility and ensure accuracy in reporting.

Stakeholder Engagement

MITI actively collaborates with diverse stakeholders to foster inclusivity and address pertinent concerns:

- Inclusive Involvement
Engagement spans industry players, employees, suppliers, NGOs, communities and governmental entities to comprehend and mitigate concerns, anticipate regulatory shifts and foster collaborative sustainability endeavours. (For details, please refer to pages 31 - 33)

Employee Participation

MITI cultivates employee involvement in sustainability endeavours through various initiatives:

- Training and Resources
Equips employees with the necessary knowledge and tools to comprehend and contribute to sustainability goals. (For details, please refer to page 55)
- Incentivisation and Performance Alignment
Links sustainability performance to employee incentives and performance evaluations, nurturing a culture of accountability and engagement.

Cross-Functional Integration

- By involving members from diverse divisions, MITI ensures the integration of sustainability initiatives throughout the entire organisation. This approach fosters a holistic understanding of sustainability goals and aligns them with departmental objectives. Each division contributes unique perspectives and expertise, leading to more comprehensive and effective sustainability strategies. Additionally, this collaborative effort promotes cross-functional communication and ensures that sustainability is embedded in every aspect of the organisation's operations, from strategic planning to daily activities. As a result, MITI can more effectively drive sustainable development and achieve long-term environmental, social, and economic benefits.

In conclusion, MITI's sustainability governance framework epitomises a holistic approach to embedding sustainability within its operations. With a steadfast commitment to transparency, proactive stakeholder engagement, and employee involvement, MITI aligns with leading practices in sustainability governance and dedicates to realising enduring environmental and social objectives.

The Role of the Highest Governance Body in Sustainability Reporting

The highest governance body (members of the Post-cabinet and Management Meeting) plays a critical role in sustainability reporting by providing strategic direction, oversight, and accountability. This ensures that sustainability efforts are aligned with the organisation's overall mission, values, and long-term goals. Here are the key roles of the highest governance body in sustainability reporting.

Strategic Direction and Oversight	
Role	Actions
<ul style="list-style-type: none">○ Establish the vision and strategic direction for the organisation's sustainability initiatives○ Ensure sustainability goals and objectives are integrated into the overall strategy	<ul style="list-style-type: none">○ Approve the sustainability strategy and policies○ Monitor the implementation and progress of sustainability initiatives
Approval of Material Topics	
Role	Actions

<ul style="list-style-type: none"> ○ Review and endorse the material topics identified for sustainability reporting ○ Ensure these topics reflect the significant economic, environmental, and social impacts of the organisation 	<ul style="list-style-type: none"> ○ Engage in discussions and deliberations on material topics ○ Approve the final list of material topics to be included in sustainability reports ○ Ensure stakeholder interests and concerns are considered in the materiality assessment
Ensuring Compliance and Risk Management	
Role	Actions
<ul style="list-style-type: none"> ○ Oversee compliance with relevant sustainability regulations, standards, and frameworks ○ Identify and manage sustainability-related risks and opportunities 	<ul style="list-style-type: none"> ○ Establish a compliance framework for sustainability reporting (Refer to Box 1: MITI's Compliance Framework for Sustainability Reporting) ○ Regularly review risk management processes related to sustainability ○ Ensure the organisation's reporting practices adhere to global standards
Accountability and Transparency	
Role	Actions
<ul style="list-style-type: none"> ○ Foster a culture of accountability and transparency in sustainability reporting ○ Ensure accurate, reliable, and timely disclosure of sustainability performance 	<ul style="list-style-type: none"> ○ Approve the biannual sustainability report before publication ○ Ensure the report provides a balanced view of the organisation's sustainability performance ○ Engage with external auditors or third-party verifiers to validate the sustainability data
Stakeholder Engagement	
Role	Actions
<ul style="list-style-type: none"> ○ Ensure meaningful engagement with stakeholders to understand their concerns and expectations regarding sustainability 	<ul style="list-style-type: none"> ○ Oversee the stakeholder engagement process ○ Ensure stakeholder feedback is incorporated into sustainability strategies and reporting.

	<ul style="list-style-type: none"> ○ Maintain ongoing dialogue with key stakeholders to build trust and credibility
Performance Evaluation and Continuous Improvement	
Role	Actions
<ul style="list-style-type: none"> ○ Evaluate the effectiveness of sustainability initiatives and performance against set targets ○ Promote continuous improvement in sustainability practices 	<ul style="list-style-type: none"> ○ Review sustainability performance metrics and KPIs. ○ Identify areas for improvement and drive initiatives for enhanced sustainability performance. ○ Ensure leading performance in sustainability

MITI's Compliance Framework for Sustainability Reporting

1. Understand Regulatory Requirements and Standards

a. Regulations

The Ministry of Investment, Trade and Industry (MITI), as the custodian of the nation's manufacturing sector, is committed to advancing the sustainability reporting agenda. With the launch of the i-ESG Framework under Strategy B2, MITI has initiated efforts to appoint a dedicated Sustainability Officer and produce a comprehensive sustainability report for the Ministry. This initiative aims to reinforce MITI's leadership in sustainable practices and set a benchmark for the sector.

b. Standard

MITI decides to adopt the GRI Standards for sustainability reporting.

2. Establish Governance Structure

a. Oversight by Top Management

MITI's Secretary General appoints the Sustainability and Assistant Sustainability Officers to monitor sustainability risks and reporting.

b. Sustainability Steering Committee

A cross-functional Sustainability Committee is established, including representatives from Finance Division, Human Resource Division, Information Management Division, Strategic Planning Division, Administration Division, i-ESG Division and Integrity Unit. This committee is chaired by MITI's Sustainability Officer, who reports directly to the Secretary General.

c. Accountability

The Sustainability Officer is responsible for ensuring that sustainability initiatives are integrated across the organisation and that reporting complies with regulations and standards.

3. Define Reporting Scope and Boundaries

a. Materiality Assessment

MITI conducts a materiality assessment to identify the most significant sustainability issues, such as carbon emissions, energy usage, labour practices, and governance.

b. Reporting Boundaries

MITI decides to report on HQ for the first two (2) years of reporting. Subsequently, the reporting will include regional and overseas office. Meanwhile, agencies will conduct their own sustainability reporting.

4. Develop Reporting Processes and Controls

a. Data Collection Systems

MITI implements a centralised sustainability data management system to collect data from all its divisions. This system integrates with existing financial and operational systems for efficiency.

b. Internal Controls

MITI establishes a process where data is verified at the division level, reviewed by MITI's Sustainability Officer. For added credibility, MITI engages a third-party auditor to verify its sustainability data.

c. Reporting Calendar

A detailed reporting calendar is created, mapping out data collection deadlines, internal reviews, third-party verification, and final report publication, ensuring alignment with the annual report.

5. Engage Stakeholders

a. Stakeholder Engagement

MITI holds regular meetings with key stakeholders, including industry players, suppliers, and employees, to gather their input on sustainability priorities and reporting content.

b. Transparency and Communication

MITI commits to transparent communication by addressing both achievements and challenges in its sustainability report. It also includes stakeholder feedback and responses to ensure their concerns are addressed.

6. Training and Awareness

a. Employee Training

MITI launches a ministry level training programme on sustainability, educating employees on the importance of sustainability and their role in data collection and compliance. Some identified officers have also attended the GRI Professional Certification.

b. Continuous Improvement

Employees are encouraged to suggest improvements to sustainability practices, which are then reviewed and potentially integrated into the company's strategy.

7. Monitor and Review

a. Regular Reviews

The SSC meets quarterly to review the Framework's effectiveness, assess any regulatory changes, and update processes accordingly.

b. Benchmarking

MITI will regularly benchmark its sustainability reporting against best practices. This will help MITI to find ways to improve its sustainability practices.

c. Feedback Loop

After the publication of the sustainability report, MITI will gather feedback from stakeholders and internal teams, using it to refine future reporting processes.




8. Reporting and Disclosure



MITI plans to publish its complete sustainability report biannually while the emission disclosure annually in alignment with the GRI Standards. The report will be made available on MITI's website and will be submitted to the relevant regulatory authorities as required. This ensures transparency, accountability, and adherence to global best practices in sustainability reporting.

9. Outcome

MITI establishes a compliance framework for sustainability reporting, leading to enhanced transparency, improved stakeholder trust, and a strong reputation as a leader in sustainable practices among ministries in the country. This compliance framework helps MITI not only meet regulatory requirements but also drive continuous improvement in its sustainability practices.

Stakeholder Engagements

 Highest Government Authority		
Why they are important Hon. Prime Minister, Deputy Prime Ministers, MITI Minister, Deputy MITI Minister and Chief Secretary are crucial stakeholders in various processes and projects due to their influential roles and responsibilities. They establish the long-term vision and strategic goals for the nation, ensuring that decisions align with national priorities and objectives. Their decisions influence national policies, economic strategies, and social programmes.	How we engage <ul style="list-style-type: none"> • Council meetings (e.g. <i>Majlis Pelaburan Negara</i>, <i>Majlis Tindakan Ekonomi Negara</i>, and <i>Majlis Pembangunan Industri Halal</i>) (at least twice a year) • Bilateral and multilateral Meetings (as needed) • Cabinet meetings (weekly) 	Areas of Concern <ul style="list-style-type: none"> • Promoting economic growth • Deliberating government new policies • Negotiating trade agreements • Ensuring transparency and accountability in government operations • Managing the national budget, taxation, and public spending • Establishing highest decision-making platform
 Clients		
Why they are important Our clients encompass industry players, industry associations, chambers, business councils, investors, expatriates, trading partners and Government-Linked Companies (GLCs). We value each of our customers and prioritise their requirements, as well as the impact of the policies and programmes. We are committed to delivering optimal performance to meet our client's charter.	How we engage <ul style="list-style-type: none"> • MITI Dialogue (annually) • AKI Roadshow (biennial) • Outreach sessions (e.g. CPTPP and RCEP) (as needed) • KenalESG (Outreach for ESG) (as needed) • ESGClinics (as needed) • <i>Setahun Bersama Kerajaan Madani</i> (annually) • Festivities Networking Lunch (Hari Raya, Chinese New Year and Deepavali) • Focus Group Discussions / Meetings (as needed) • Courtesy Visits (as needed) • Seminars / Workshops (as needed) • MITI Pocket Talk (as needed) • On-site Inspections (as needed) 	Areas of Concern <ul style="list-style-type: none"> • Promoting economic growth through trade and investment activities as well as facilitating industrial development • Understanding industry's requirement • Understanding industry's issues and challenges • Raising awareness on ESG, trade-related matters such as FTAs • Issuing Certificate of Origin (COO) • Identifying industry champions • Ensuring data privacy and security • Ensuring compliance with regulatory requirements
 Employees		
Why they are important	How we engage	Areas of Concern

Our workforce and talent pool are important in formulating and delivering government policies. We cultivate a culture of high performance and accountability in implementing industry-relevant policies.	<ul style="list-style-type: none"> • Townhall (annually) • HR Open Day (annually) • Monthly Assembly (monthly) • Briefing on GBI (quarterly) • Festive celebrations (Hari Raya, Chinese New Year and Deepavali) • Sports event (annually) • MITI Retreat (annually) • Management Meetings (weekly) • Post-cabinet Meetings (weekly) • Orientation Programmes (as needed) • Written correspondents such as emails, memo and newsletter (as needed) 	<ul style="list-style-type: none"> • Instilling employee wellbeing • Highlighting capacity building and career development • Ensuring safe working environment • Networking and harmony • Setting Ministry's direction and priorities • Deliberating overall Government's mandate and policies • Updating latest developments and announcements • Embedding diversity and inclusivity
 Strategic Partners		
Why they are important Our strategic partners encompass other ministries and government agencies and regulators. Various policies formulated are interconnected and intertwined which need to be streamlined. Need to take whole-of-a-government approach.	How we engage <ul style="list-style-type: none"> • <i>Jawatankuasa Bersama Industri (JBI)</i> (quarterly) • Government Sustainability Engagement Programme (GSEP) (quarterly) • Meetings (as needed) • Focus Group Discussions (as needed) • Cabinet Meetings (weekly) • INTAN (seminars, workshops, forums and working committees) (as needed) • Steering and technical committees (as needed) 	Areas of Concern <ul style="list-style-type: none"> • Promoting strategic collaboration • Streamlining policies • Sharing of knowledge and capacity building • Raising awareness • Formulating policies • Achieving national goals • Instilling good governance
 Suppliers		
Why they are important Our suppliers provide us with products and services that enable us to execute our operations. We collaborate through partnerships to deliver the best value for our operations and mutual support for our role as a Ministry.	How we engage <ul style="list-style-type: none"> • Meetings (as needed) • Vendor briefings (as needed) • Networking events (as needed) 	Areas of Concern <ul style="list-style-type: none"> • Managing supply chain • Understanding procurement policies • Instilling transparency and good governance • Evaluating suppliers

 Community		
Why they are important We operate within a diverse and rapidly developing economic region. We acknowledge that active community participation and engagement are essential component of our social licence to operate.	How we engage <ul style="list-style-type: none"> • MITI Day (annually) • <i>Setahun Bersama Kerajaan Madani</i> (annually) 	Areas of Concern <ul style="list-style-type: none"> • Developing and enriching community • Raising awareness on government's policy • Contributing to economic growth and jobs creation
 Media		
Why they are important The media provides a platform to communicate with our key stakeholders and local communities. Media channels serve as vital platforms through which we communicate various aspects of our operations, policies, initiatives and engagements. By utilising media channels, we disseminate Ministry's announcements, ensuring transparency and accountability in our operations.	How we engage <ul style="list-style-type: none"> • Media briefings (as needed) • One-to-one interviews with the top management (as needed) • Press conferences (as needed) 	Areas of Concern <ul style="list-style-type: none"> • Updating regularly on economic performance • Ensuring transparent and timely response on government policies • Instilling good governance • Highlighting ESG commitments and performance

Materiality Assessment

We strive to align our sustainability initiatives with the most relevant and impactful areas, addressing the needs and expectations of our stakeholders meaningfully. Regular stakeholder engagements are of great importance to us, ensuring the relevance and timeliness of our sustainability efforts. Through these engagements, we have identified 13 material topics, with nine (9) designated as high-priority areas. The identified material topics are as follows:

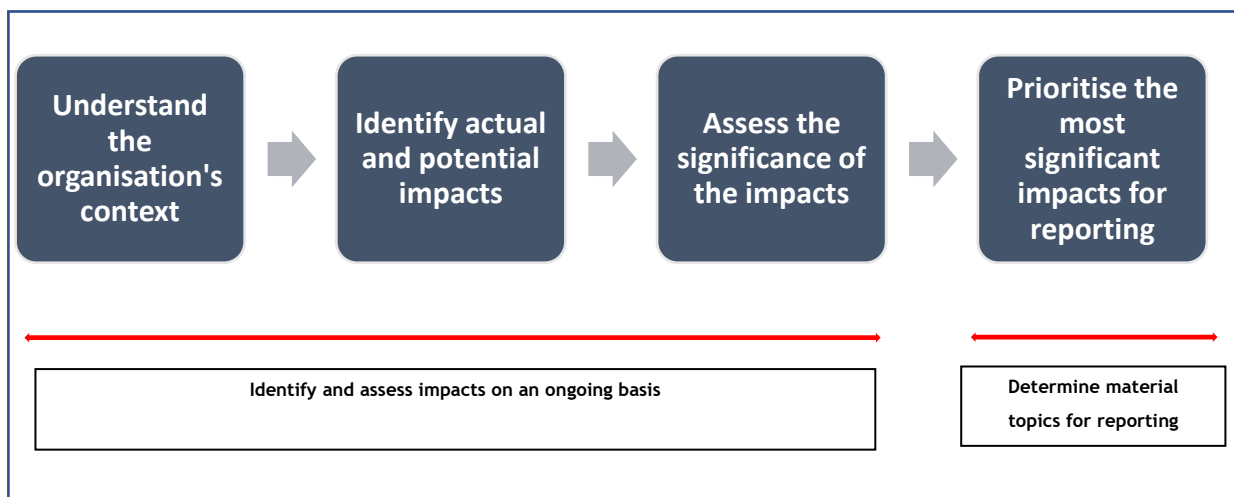
1. Economic growth
2. Safety and health
3. GHG emissions
4. Anti-corruption
5. Diversity
6. Employees' wellbeing
7. Cyber security and data privacy
8. Energy
9. Water
10. Career development
11. Community
12. Procurement
13. Waste



MITI's Materiality Matrix

Important to Stakeholder	Major			<ul style="list-style-type: none"> ○ Employees' wellbeing ○ Cyber security and data privacy 	<ul style="list-style-type: none"> ○ Economic growth ○ Safety and health ○ GHG emissions ○ Anti-corruption ○ Diversity
	Significant			<ul style="list-style-type: none"> ○ Water ○ Community ○ Procurement 	<ul style="list-style-type: none"> ○ Energy ○ Career development
	Moderate				<ul style="list-style-type: none"> ○ Waste
	Low	<ul style="list-style-type: none"> ○ Life under water ○ Biodiversity loss 	<ul style="list-style-type: none"> ○ Lifecycle assessment 		
		Low	Moderate	Significant	Major
Important to organisation					

Process of Identifying and Prioritising Material Topics



Materiality assessment is a key to identify and prioritise the issues that are most significant to our operations. For this, we have adopted the GRI guideline¹⁰ which suggests a four-step approach to conducting a materiality assessment:

1. Identification of relevant issues

Collect information on potential issues from primary sources such as industry standards, stakeholder concerns, regulatory requirements, and internal risk assessments as well as various secondary sources¹¹.

2. Stakeholder engagement

Engage stakeholders, including industry players, employees, suppliers and communities, to understand their concerns and perspectives.

3. Prioritisation of issues

a. Assessment Criteria

Develop criteria to evaluate the significance of each issue. Criteria include the potential impact on the organisation, stakeholder interest, and alignment with organisational strategy

b. Ranking Issues

Use the criteria to rank the issues in terms of their importance through the stakeholders' engagement

Assessment Criteria

- a. Impact on Economy: Trade and investment performances, operational efficiency, legal compliance
- b. Stakeholder Interest: Degree of concern among stakeholders, frequency of mention in stakeholder engagements
- c. Alignment with Strategy: NIMP 2030 - Push for Net Zero (Mission 3) and i-ESG Framework

¹⁰ GRI 103: Management of Material Topics.

¹¹ MITI Annual Report and Strategic Planning, Various Regulations and Legislation, Reports and Trend Analysis.

4. Validation of prioritised issues

a. Internal Review

Validate the prioritised list of issues through internal discussions with senior management and relevant divisions to ensure alignment with MITI's strategy and objectives

b. Stakeholder Feedback

Seek feedback from stakeholders to confirm the relevance and accuracy of the prioritised issues

5. Review and refinement

a. Continuous Improvement

- Conduct an annual review of the materiality assessment process;
- Update the process to reflect changes in the business environment, stakeholder expectations, and organisational priorities; and
- Ensure the review and updates are endorsed by the SSC to maintain accountability and relevance.

b. Documentation and reporting

- Document the entire materiality assessment process, including methodologies and findings; and
- Report the findings transparently in sustainability reports or other relevant communication channels to maintain stakeholder trust and engagement.

6. Endorsement of the Material Topics by the Highest Governance Body

The identified material topics are presented to the highest governance body for approval to ensure their relevance and alignment with organisational goals. These material topics were reviewed and endorsed through a comprehensive process involving key leadership and stakeholders, namely the Management Meeting (chaired by Secretary General) and Post-Cabinet (chaired by YB Minister). This dual-approval process highlights the organisation's commitment to robust governance and stakeholder engagement in the identification and prioritisation of material topics for this report.

By following these steps, MITI ensures that our sustainability reporting focuses on the most significant issues, providing valuable insights for stakeholders and driving strategic decision-making.

Risks Associated with Non-Compliance to Identified Material Topics

Material Topics	Risks
Economic growth	<ul style="list-style-type: none"> ▪ Ineffective promotion of trade and investment limits economic growth of the nation and reduces foreign reserves ▪ Neglecting the manufacturing sector can hinder economic growth as the sector is the second largest contributor
Energy	<ul style="list-style-type: none"> ▪ Inefficient use of energy can lead to higher operational costs and environmental impact
GHG emissions	<ul style="list-style-type: none"> ▪ High GHG emissions can contribute to climate change and result in reputational damage
Water	<ul style="list-style-type: none"> ▪ Inefficient use of water can lead to higher operational costs and environmental impact
Waste	<ul style="list-style-type: none"> ▪ Poor waste management practices can result in environmental damage, regulatory fines, and reputational harm
Safety and health	<ul style="list-style-type: none"> ▪ Lack of focus on productivity and workplace safety can result in accidents, injuries, and decreased productivity
Employees' wellbeing	<ul style="list-style-type: none"> ▪ Failing to foster a positive work culture and recognise individual contributions can lead to low employee morale and productivity
Career development	<ul style="list-style-type: none"> ▪ Not providing adequate career development opportunities can lead to employee dissatisfaction, high turnover rates, and a less competitive workforce
Diversity	<ul style="list-style-type: none"> ▪ Failing to meet government targets in empowering women and persons with special needs can result in loss of public trust, and diminished workplace morale
Community	<ul style="list-style-type: none"> ▪ Ignoring social responsibility and community welfare can harm the organisation's reputation and stakeholder relations
Anti-corruption	<ul style="list-style-type: none"> ▪ Failing to maintain public trust and ensure that resources are used effectively and for their intended purposes can lead to a loss of stakeholder confidence and potential financial losses. Additionally, lack of

Material Topics	Risks
	transparency and accountability can result in reputational damage, regulatory penalties, and reduced investor confidence
Cyber security and data privacy	<ul style="list-style-type: none"> ▪ Inadequate cybersecurity and data protection measures can compromise national security and public trust
Government Procurement	<ul style="list-style-type: none"> ▪ Inequitable and non-transparent procurement processes can lead to corruption, inefficiencies, and harm to the local economy

Our Commitment to a Sustainable Future

ESG is now fast becoming a new metric which includes non-financial factors to measure progress and growth. In line with our aspiration to build a sustainable future and achieve the aspiration to become a net zero nation as early as 2050, MITI's ESG elements are linked to the UN-SDGs¹². MITI's material topics and its link to SDGs are shown as below:

Material Topics	Commitments	SDGs
Economic Growth	MITI is committed to accelerating economic growth of the country through trade, investment and industrial development. This includes the implementation of NIMP 2030 to advance the manufacturing sector to the next level which include boosting the gross domestic product (GDP) of the manufacturing sector by 6.5 per cent annually. By 2030, this could translate into a substantial RM587.5 billion contribution to Malaysia's total GDP.	1, 2, 8 and 9
GHG Emissions	By investing in renewable energy sources such as solar power and enhancing energy efficiency efforts , MITI reduces its carbon footprint and mitigates the adverse effects of climate change. This dual approach not only decreases reliance on fossil fuels but also lowers GHG emissions, which are major contributors to global warming. (Refer to Chapter 3 on measures taken to enhance energy efficiency)	13
	MITI's 3rd Mission to Push for Net Zero under the NIMP 2030 , and the i-ESG Framework clearly demonstrate the Ministry's commitment to instil and promote sustainable manufacturing sector. These documents retrofit industries to make them sustainable, while ensuring economic profitability.	9
Energy and Water Consumption	By investing in solar power, MITI reduces its carbon footprint and mitigates the adverse effects of climate change. Moreover, solar power systems can lead to lower operational costs over time due to reduced energy bills and maintenance expenses . Through these efforts, MITI showcases its dedication to environmental stewardship and its proactive role in combating climate change, setting a positive example for other organisations to follow.	7
	MITI is dedicated to sustainable water management by reducing water consumption and enhancing water recycling . Additionally, educational programmes help to raise awareness and drive collective action towards water conservation. Through these measures, MITI demonstrates a strong commitment to preserving water resources for future generations while supporting global sustainability goals.	6

¹² MITI's target are aligned with SDGs in Chapter 7.

Material Topics	Commitments	SDGs
Waste Management	MITI is committed to sustainability through waste reduction and recycling programme to minimise environmental impact and improve resource efficiency. By reducing consumption of single-use plastics and paper , and composting organic waste , MITI plans to significantly cut down on waste. The initiative also includes training employees in sustainable practices to promote environmental responsibility. For instance, Trash4Cash programme promotes recycling activity and circular economy. These efforts highlight MITI's dedication to sustainability and environmental care.	12
Capacity Building and Career Development	MITI's initiatives promoting decent work and economic growth are multi-faceted, encompassing efforts to develop skills and capacity. MITI facilitates workforce development programmes that equip individuals with the skills and knowledge needed to succeed. Providing training and development opportunities to enhance employees' skills and career prospects reflects MITI's investment in human capital and commitment to lifelong learning, which in turn contributes to sustainable economic growth, while improving the productivity.	8
Safety and Health	MITI prioritises the health and wellbeing of its employees and contractors by fostering a safe and conducive work environment. Additionally, the Ministry promotes a culture of wellness by providing access to healthcare resources, wellness programmes and mental health support services . By prioritising employee health, MITI not only enhances productivity and morale but also contributes to the broader goal of achieving universal health coverage and promoting wellbeing for all.	3
Gender Equality	MITI is committed to empower women to promote equal opportunities at workplace. The Ministry ensures that women are represented at all levels of the organisation. Additionally, MITI provides support for work-life balance through flexible working arrangements and a day-care centre , enabling women to actively participate in the workforce.	5
Employees Wellbeing	MITI's sustainability commitments encompass a range of initiatives aimed at fostering a harmonious and supportive work environment that prioritises the wellbeing of its employees. Through practices such as offering flexible working hours, fair wages, providing equitable benefits across all levels and actively engaging with employees , MITI demonstrates its dedication to meeting the diverse needs of its workforce. These efforts not only enhance employee morale and productivity but also contribute to the overall sustainability and success of the organisation.	1 and 8

Material Topics	Commitments	SDGs
Corporate Social Responsibility	MITI is committed to fighting poverty as a core part of our sustainability plan. We have devoted to improving the lives of our employees and the communities we serve. Through fair wages, community investments, support for small businesses, and employee growth , we aim to create economic opportunities and lessen poverty. Our CSR programmes show our dedication to society, addressing not just trade and investment but also the needs of the underprivileged.	1 and 2
Inclusivity	MITI's sustainability commitment includes a dedicated focus on the recruitment of individuals with special needs and ensuring that the facilities fully support their presence. To achieve this, MITI provides adaptive workstations, creating a barrier-free environment. Additionally, training programmes are provided to staff to promote awareness and understanding of special needs, enhancing overall workplace culture and support. By prioritising these efforts, MITI not only complies with legal and ethical standards but also reinforce our commitment to social responsibility and inclusion.	10
Anti-Corruption	MITI's sustainability commitments include a steadfast stance against corruption. Through comprehensive policies, employee training programmes and regular monitoring mechanisms , MITI ensures that all operations are conducted ethically and in compliance with relevant laws and regulations. By prioritising anti-corruption efforts, MITI not only safeguards its reputation and credibility but also contributes to fostering a fair and accountable business environment conducive to sustainable growth and prosperity.	16
Cybersecurity and data privacy	MITI's sustainability commitments extend to cybersecurity and data privacy , recognising the critical importance of safeguarding sensitive information and maintaining trust with stakeholders. By implementing robust cybersecurity protocols and stringent data privacy measures, MITI ensures the protection of confidential data from unauthorised access, breaches and cyber threats. Through continuous monitoring, regular audits and employee training programmes , MITI upholds the highest standards of data security and privacy compliance.	16
Government Procurement	MITI's sustainability commitments extend to ethical and sustainable practices in government procurement. By prioritising transparency, fairness and environmental responsibility in procurement decisions , MITI ensures that public funds are allocated efficiently and responsibly while also stimulating local economic growth. By championing the involvement of local suppliers and businesses in government contracts , MITI not only strengthens local economies but also promotes social cohesion and resilience.	1, 8 and 16

Chapter 2: Driving National Economic Advancement and Prosperity

Background and Context

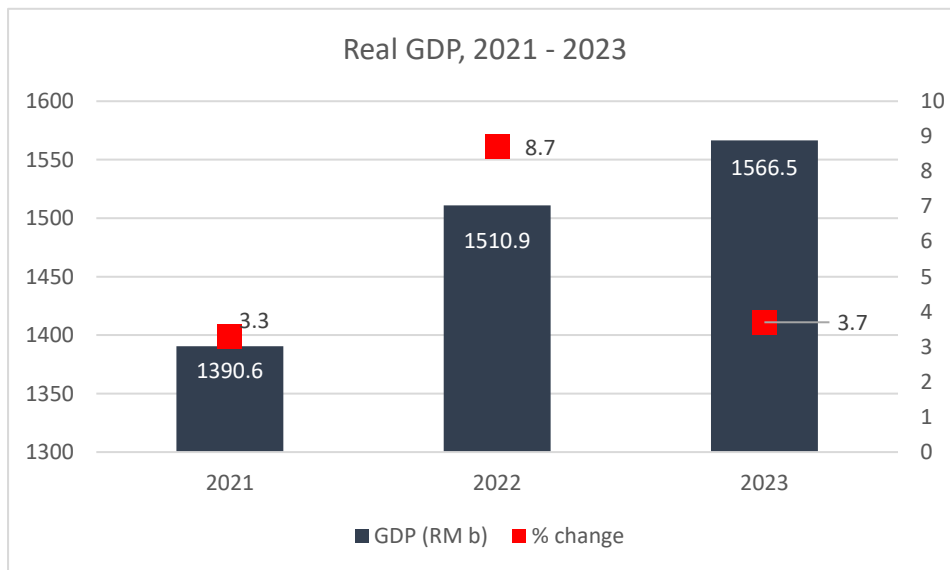
MITI plays a pivotal role in attracting investment, enhancing trade activities, and facilitating the expansion of the manufacturing and related services sectors in Malaysia. Through various international trade missions, MITI drives investment and trade engagement, crucial for a small, trade-dependent nation like Malaysia. The ministry's efforts are integral in promoting exports, with major export categories including electronics and electrical (E&E), petrochemicals, plastics and rubber, palm oil, and oil and gas products.

Despite a challenging global economic environment, Malaysia's trade reached RM2.64 trillion in 2023. Free trade agreements, such as the RCEP and the CPTPP, are anticipated to further bolster Malaysia's external trade outlook. Meanwhile, Malaysia's approved investments in 2023 recorded the highest in history with an investment value of RM329.5 billion. The services sector recorded the highest investment by contributing more than half (51.1%) of the total approved investment, followed by the manufacturing sector (46.1%) and the primary sector (2.8%). MITI continues to be proactive in introducing policy reforms to further increase investor confidence and strengthen Malaysia's position as a preferred investment destination.

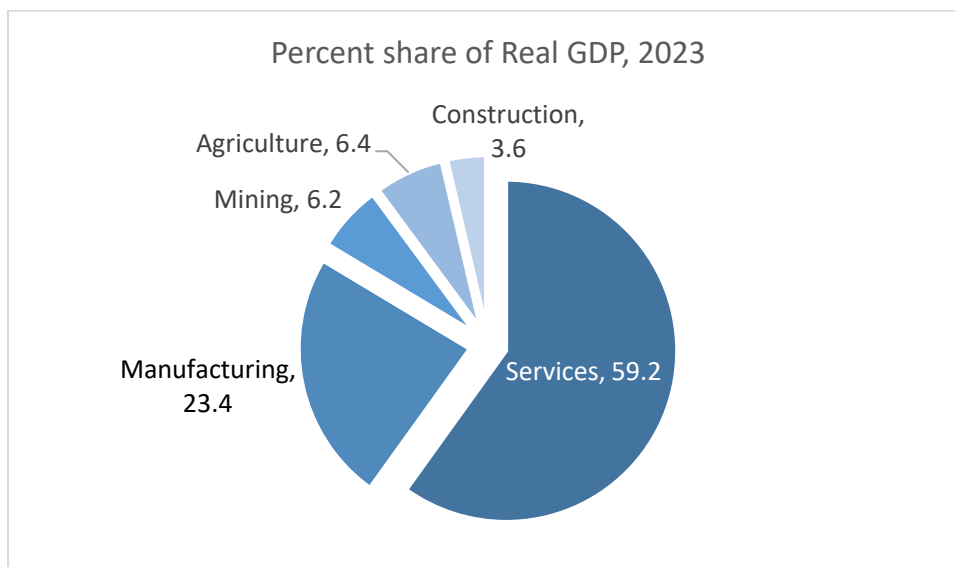
Furthermore, the NIMP 2030 aims to position the manufacturing sector at the forefront of innovation and competitiveness, driving long-term growth and sustainability. Through strategic implementation and collaboration, MITI is committed to achieving the plan's goals and ensuring that the manufacturing sector continues to be a key driver of Malaysia's economic growth and prosperity.

Driving Economic Growth

In 2023, the Malaysian economy expanded by 3.7 percent, reaching a total of 1.6 trillion. The manufacturing sector contributed roughly 23 percent of this growth in real terms, positioning it as the second-largest driver of economic expansion after the services sector. The substantial contribution of the manufacturing sector underscores its critical role in driving Malaysia's economic progress and highlights its importance in the broader economic landscape.



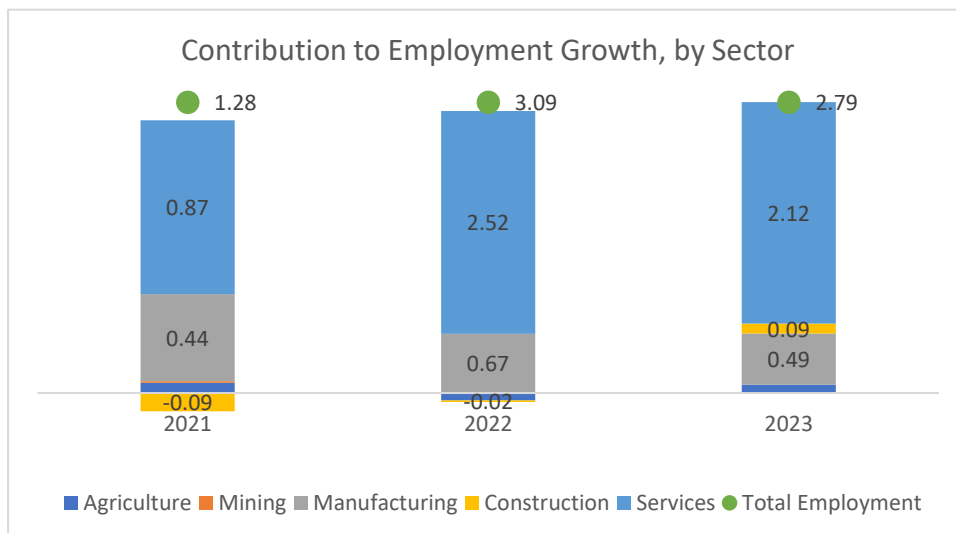
Source: Department of Statistics Malaysia.



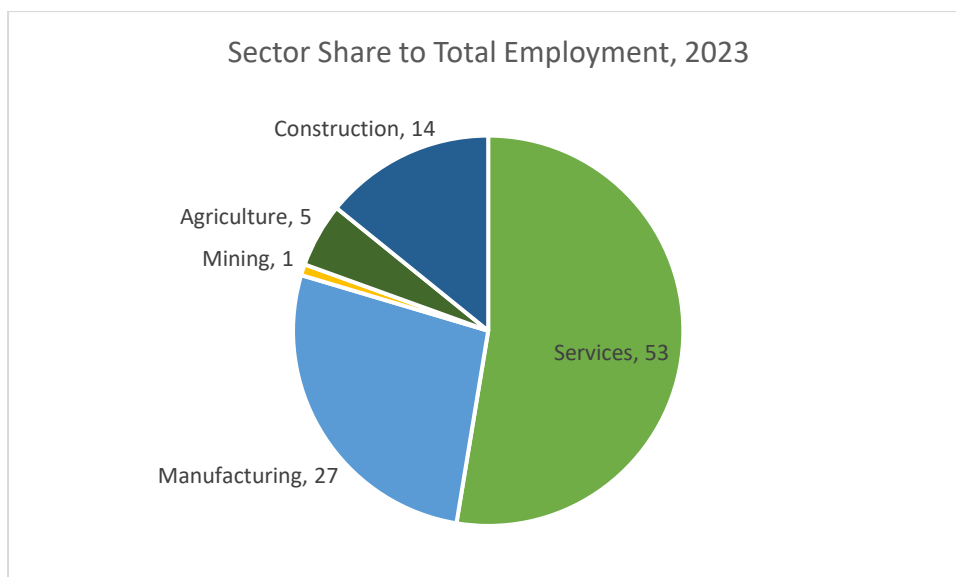
Source: Department of Statistics Malaysia.

Promoting Job Generation

In 2023, the manufacturing sector contributed 0.49 percentage points to the overall employment growth rate of 2.79 percent. This makes the manufacturing sector the second-largest contributor to job creation, following the services sector.



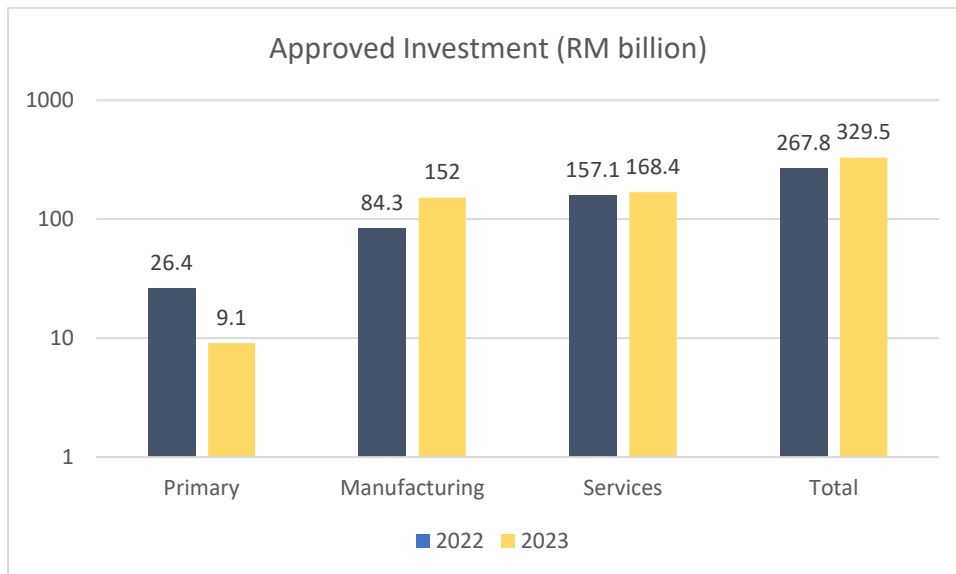
Source: Bank Negara Malaysia, 2024.



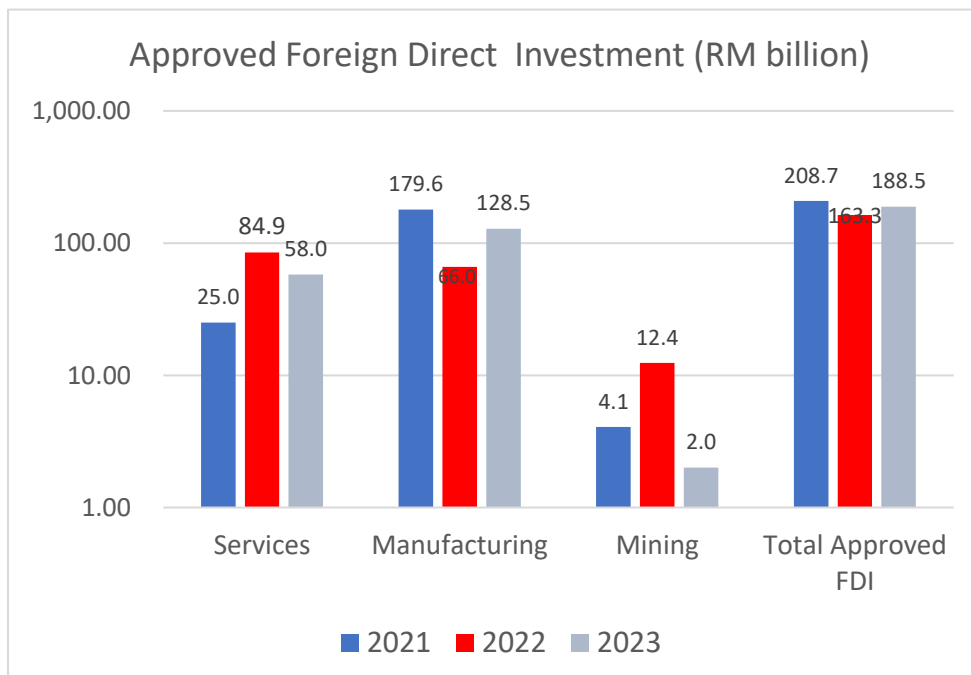
Source: Employment Statistics First Quarter 2024, Department of Statistics Malaysia.

Driving Investment Growth

In 2023, the manufacturing sector attracted approved investments totalling RM152 billion out of a total of RM329.5 billion. This marked a significant increase from RM84.3 billion in 2022, highlighting the sector's substantial growth compared to others. Foreign Direct Investment (FDI) in 2023 reached 188.5 billion, with the manufacturing sector accounting for 68.2 percent of the total FDI.



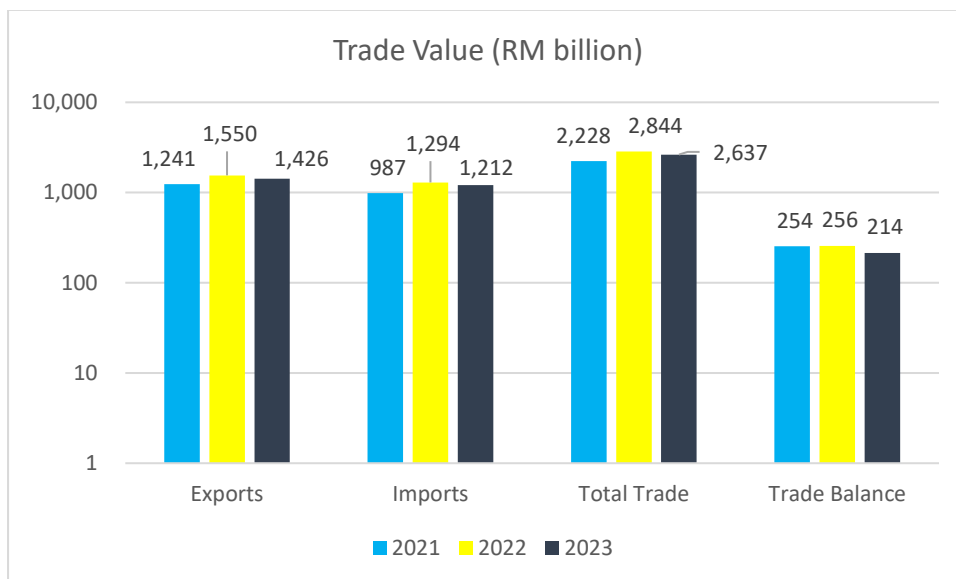
Source: Malaysia Investment Development Authority.



Source: Malaysia Investment Development Authority.

Trade Metrics and Success

Despite a challenging global economic landscape, Malaysia's trade exceeded RM2 trillion for the third consecutive year to reach RM2.64 trillion in 2023, chalking up a trade surplus of RM214.1 billion over a successive 26-year period since 1998. The exports were mainly attributed to semiconductor devices and integrated circuits. Major trading partners in 2023 were China, Singapore, the United States of America (US), the European Union (EU), and Japan, accounting for 67.7 percent of Malaysia's total trade.



Source: Malaysia External Trade Development Corporation.

Malaysia's Top Trading Partners, 2023



China



Singapore



the US



Japan



the EU

Source: Malaysia External Trade Development Corporation.

Malaysia's Top Five Export Products, 2023

1	E&E
2	Petroleum Products
3	Palm Oil
4	Chemical Products
5	LNG

Source: Malaysia External Trade Development Corporation.

Chapter 3: Charting a Greener Path

Background and Context

Climate change, biodiversity loss and resource depletion pose existential threats not only to ecosystems but also to human societies and economies. Extreme weather events, disruptions in food and water supply, and the spread of diseases are just a few examples of the potential consequences of environmental degradation. To address these challenges, responsible business practices are paramount. This involves adopting sustainability principles throughout all aspects of operations. Minimising waste, reducing carbon emissions, conserving resources, and investing in RE are crucial steps toward mitigating environmental impact. Moreover, organisations can play a significant role in advocating for and implementing policies that promote environmental conservation and climate action. In this context, MITI integrates sustainable practices into its operations, with a primary focus on reducing emissions, using energy and water efficiently as well as managing waste effectively.

GHG Emissions

Reductions in the emission of regulated pollutants may lead to improved health conditions for MITI workers and local communities as well as enhance relations with affected stakeholders. This is in line with our nation's aspiration to become net zero by 2050 and to reduce GHG intensity by 45 percent of GDP by 2030 as compared to the 2005 level. According to GHG Protocol, the international standard for carbon accounting, emissions are categorised into three scopes. The types of GHGs that are included in the calculation of emissions (kgCO₂e):

- i. carbon dioxide (CO₂);
- ii. methane (CH₄);
- iii. nitrous oxide (N₂O);
- iv. hydrofluorocarbons (HFCs);
- v. perfluorocarbons (PFCs);
- vi. sulphur hexafluoride (SF₆); and
- vii. nitrogen trifluoride (NF₃).

Scope 1

In 2023, our total Scope 1 emissions¹³ amounted to 292,640 kgCO₂e. This figure encompasses emissions from 19 cars allocated to MITI officers (*Kereta Jawatan*), 13 official cars (*Kereta Jabatan*) as well as one (1) Coaster.

Scope 2

Scope 2 emissions amounted to 4,670,540 kgCO₂e, derived from direct energy usage from the grid, totalling 5,987,872 kWh. This calculation was based on the conversion factor provided by the Energy Commission (EC). The majority of these emissions originated from the energy-intensive events hosted at MITI's Main Hall.

Scope 3

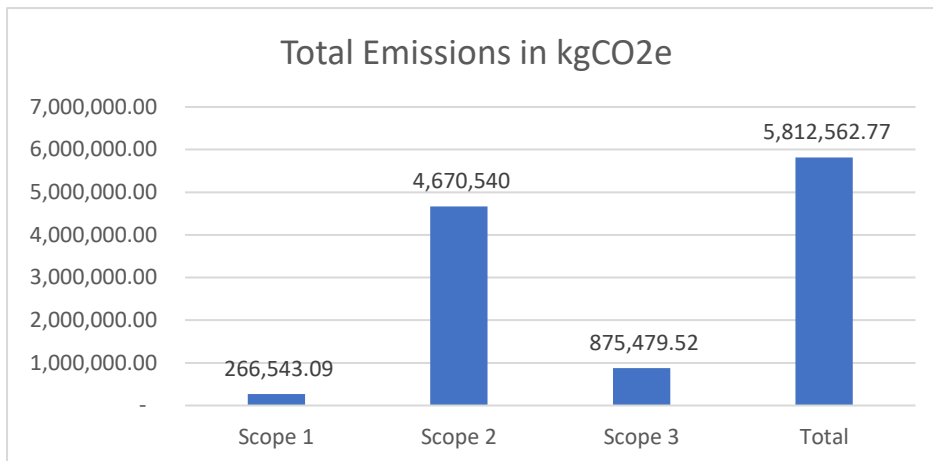
Scope 3 emissions were calculated from two primary sources: business travels and employees commuting. Within the employees commuting category, emissions totalled 651,100 kgCO₂e, while in the business travel category, emissions amounted to 224,379.52 kgCO₂e. Notably, a significant portion (87 percent) of Scope 3 emissions stemmed from long-haul travel associated with MITI's trade and investment missions.

In total, about 5.8 million kgCO₂e was emitted in 2023 following MITI's operations or 7,703 kgCO₂e per capita. The per capita emission is lower than the national level which stood at 8,600 kgCO₂e in 2022¹⁴. Various measures have been implemented to reduce emissions, such as increasing energy generation from the solar and incorporating Treasury Circular to minimise overseas travel. Furthermore, measures have been taken to reduce energy consumption, which is expected to significantly contribute to lower Scope 2 emissions (Refer to Energy Consumption Section).

MITI's per capita emission	Malaysia per capita emissions
7,703 kgCO ₂ e	8,600 kgCO ₂ e

¹³Conversion Factor: Manufacturing Industries and Construction, Malaysia Biennial Update Report to the UNFCCC, 2022.

¹⁴<https://Ourworldindata.Org/Co2/Country/Malaysia#Per-Capita-How-Much-Co2-Does-The-Average-Person-Emit>.

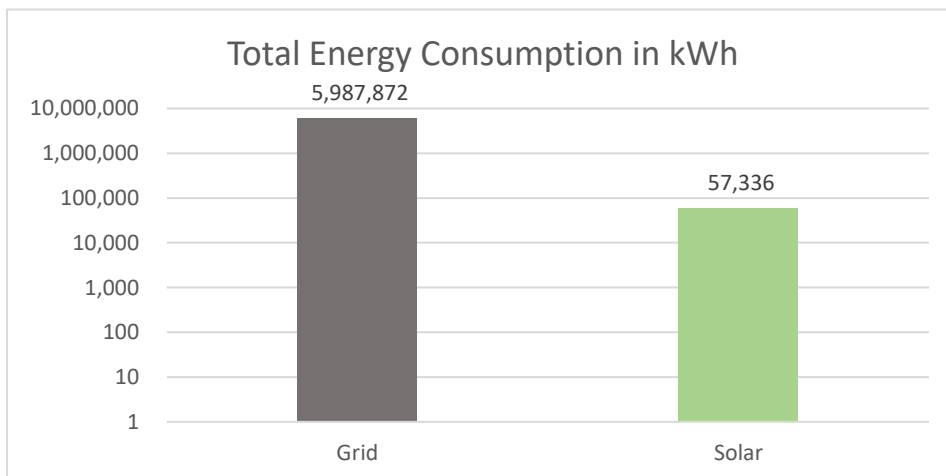


Source: Internal calculation.

Energy and Water Consumption

Energy Consumption

In 2023, MITI's total electricity consumption amounted to 6,045,208 kWh, with about 1 percent of this energy is derived from solar.



Source: Internal calculation.

To secure a Green Building Gold Standard rating, it is imperative to maintain MITI's Building Energy Index (BEI) below 100, as it stood at 95 in 2023, as well as to consistently uphold a 4-star rating from the EC.

Measures to Enhance Energy Efficiency

1	Ensure all doors between rooms, air-conditioned lobbies and non-air-conditioned rooms such as the main lobby, triple lift lobby at LG1 and LG2, capsule area, pre-function, emergency staircase and toilets are always closed.
2	Operate manually all the frame lights in all low and high zone lift lobbies.
3	Set air conditioning temperature at $\pm 24^{\circ}\text{C}$ in Dewan Perdana and Multi-Purpose Hall (MPH) 1 and 2 during the preparation process and ensure that all doors are always closed.
4	Operate lights manually through BCS system at cafeteria's open dining area on Level 3 which is restricted for 2 hours only starting at 7.30 am until 9.30 am while fans between 12.30 pm until 2.30 pm on every working day.
5	Switch off lights at the corridors from Level 3 to 26 manually during break time between 1.00 pm and 2.00 pm on every working day.
6	Operate all floodlights and façade lights manually except the street lights for night-time lighting of the Tower building.
7	Set operating hours for the air conditioning system at lift lobby LG1 and LG2 are from 8.00 am until 7.00 pm on working days through the BCS system.
8	Operate air conditioning system at capsule area automatically through the BCS system, only if there is a need for it.
9	Operate automatically air conditioning system at the corridor area behind Dewan Perdana and also the Preparation Room on Level 1 through the BCS system if there is a need to use the room.
10	Switch on automatically the exhaust ventilation system at the toilets from 6.30 am until 6.30 pm on working days through the BCS system.
11	Turn off manually all desktop and laptop computers and not left in sleep/standby mode as well as disconnect all the power supply for charging laptop batteries, battery banks, mobile phones and other small electrical tools after working hours.
12	Turn off manually all hot and cold-water dispensers at all levels are turned y after office hours and weekends and turn it on again on the following working day.
13	Replace LED lighting at the office areas with lower energy consumption but maintain the same lux intensity level.

14	Limit the operating hours for water heating system for bathing such as in the toilets of VIP rooms, Level 3, the gymnasium and TASKA MITI from 6.00 am until 8.00 pm every day.
15	Re-organise the schedule for operation of Air Handling Units during night time and weekends to meet the minimum load of the baby chiller.
16	Set the jet fan operation at basement car park LG1 and LG2 to meet the minimum requirement of CO ₂ level.
17	Replace the compound spotlight with LED lighting which use lower energy consumption but maintaining the same lux intensity level.
18	Replace the obsolete refrigerant from R410a to R32 for nine (9) units of air-conditioning split unit which use lower energy consumption but maintain the same capacity.
19	Limit and control manually the quantity of home/kitchen electrical appliances and equipment such as refrigerators, electric kettles, coffee makers, dry fryers, toasters and others that can be brought and installed on each level and also turn off their operation after office hours and weekends and only turned on again on the next working day.
20	Turn off unnecessary lighting units for basement car parks at LG2 during unoccupied days/times.

New Initiatives to Slash Energy Use

1. Flexible Dress Code

In an effort to reduce air-conditioning consumption amid the hot weather conditions, we are implementing a flexible dress code policy. All staff and officers are encouraged to wear lightweight and breathable attire, such as batik, throughout the week. This initiative aims to create a more comfortable office environment that requires less air conditioning, ultimately leading to lower energy consumption.

2. Energy Monitoring and Rewards Programme

To promote and sustain energy-saving practices, Putrajaya Management Sdn. Bhd. (PMSB) will conduct monthly monitoring of energy consumption at all levels. Divisions that consistently demonstrate significant reductions in energy use will be recognised and rewarded at the end of the year. This initiative not only incentivises energy conservation but also fosters a culture of environmental responsibility across the organisation.

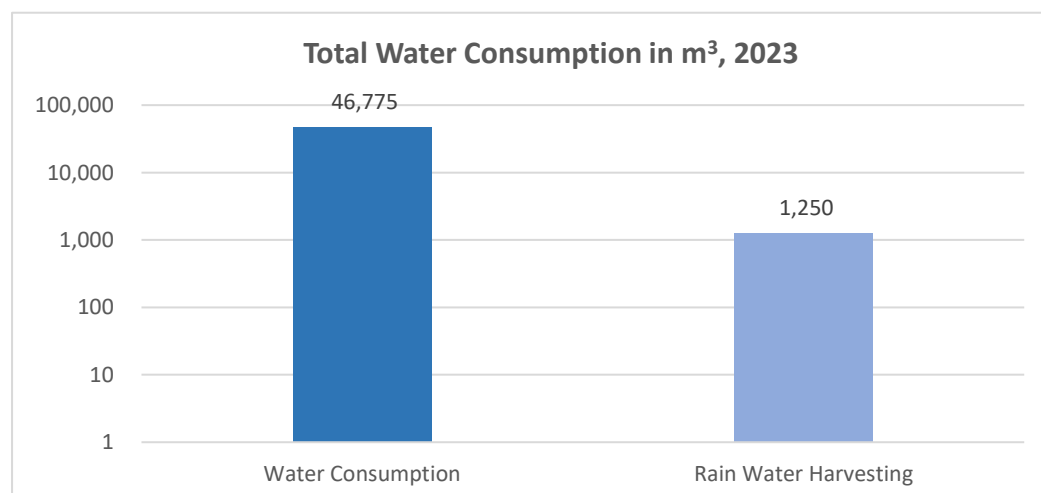
3. Regular Upgrade of Laptops

To enhance energy efficiency and reduce charging times, PMSB will implement a policy of upgrading laptops every three (3) years. Modern laptops are more energy-efficient, offering improved battery life and reduced power consumption. This initiative ensures that our technology infrastructure remains up-to-date while supporting our overall energy reduction goals.

By adopting these initiatives, we aim to create a more sustainable and energy-efficient workplace, benefiting both our organisation and the environment.

Water Consumption

In 2023, MITI utilised approximately 48,025m³ of water, with 1,250m³ sourced from rainwater harvesting, specifically designated for landscape irrigation at Menara MITI. To curtail water consumption, several measures have been implemented, including daily leak checks, awareness programmes to cleaning personnel, dissemination of information on water stewardship to all MITI staff and officers via the Public Sector Conducive Ecosystem (EKSA) programme as well as the installation of water aerators as part of medium-term plans.



Waste Management

We monitor and improve our environmental performance through waste reduction and management with the aim of protecting the planet and conserving natural resources. Effective waste reduction, recycling programmes and material efficiency can lead to cost savings. Meanwhile, embracing a circular economy approach leads to long-term sustainability and reduced environmental impact. Among the measures include installing 3R recycle bins on every floor and conduct Trash4Cash in conjunction with *Bulan EKSA*.

Total Waste Generated, 2023

Types of waste	tonne
Total Domestic Waste	309.0
Plastic	0.02
Paper	0.43
Total	309.5

In 2023, MITI generated 309.5 tonnes of waste, primarily comprising domestic waste. Of which, 2.41 tonnes of waste (including e-waste) were sold. While progress has been made, MITI acknowledges the need for more proactive measures to minimise waste, in particular, food waste. The numerous events and cafeteria operations significantly contribute to this issue. Furthermore, MITI is committed to reducing the reliance on single-use plastic bottles and printing. To achieve this, MITI implements several measures as below:

1. Installing recycling storage systems;
2. Enforcing recycling activities through awareness campaigns and regular monitoring;
3. Minimising the use of plastic containers and bottles during events and meetings by opting for reusable alternatives;
4. Introducing composting equipment for dry waste materials like leaves to reduce organic waste;
5. Phasing out single-use plastics across all departments and operations;
6. Reducing paper usage by promoting paperless practices; and
7. Encouraging and incentivising employees to bring their own reusable containers and tumblers for food and drinks at the cafeteria.

Under the unifying slogan of "Recycling, Reusing, and Reducing Waste for a Greener Tomorrow", MITI aims to reduce its waste output by an estimated 10 percent by 2030.

Chapter 4: Fostering Connection for Sustainability

Background and Context

MITI strives to provide a healthy and safe workplace for our employees. Our employees are integral to the long-term success and resilience of our operations. We are committed to providing a workplace that is collaborative, inclusive, compassionate and motivating, where our employees can innovate, lead and drive the Ministry forward. At the same time, we offer our employees opportunities to support the communities through MITI Skuad Kasih programmes. We are committed to supporting programmes at the intersection of environmental sustainability and social impact in the communities where we live, work and source.

Employees

Profile of Employees

Category of Employees, by Gender, 2023

Category of Employees (Full time)	Male	Female	Total
Top Management Officers (JUSA)	5	11	16
Officers (Grade 54)	17	19	36
Officers (Grade 41 - 52)	118	166	284
Support Staff	158	264	422
Total	298	460	758

Category of Employees, by Education Attainment, 2023

Qualification	Male	Female	Total
PhD	4	7	11
Masters	68	96	164
Degree	72	125	197
Diploma	33	105	138
Certification	23	19	42
STPM	7	8	15
SPM	82	19	101
PMR	9	5	14
Total¹⁵	298	384	682

¹⁵ The composition of employees by education and gender are captured from HRMIS. Based on the numbers in total of 76 employees did not declare their education in the HRMIS.

Employees' Profile by Age and Gender, 2023

Age	Male	Female	Total
Below 30	20	31	51
30 - 50	238	388	626
Above 50	40	41	81
Total	298	460	758

Number of Contract Employees, 2023

Category of Employees (Contract)	Male	Female	Total
MySTEP	52	82	134
Internship	5	17	22
Total	57	99	156

Working Hours

MITI implements Flexible Working Hours (WBF) to provide a conducive working environment for its employees, allowing them to manage their time effectively. Under WBF, employees have the flexibility to choose their entry and exit times within certain parameters, while still meeting the required working hours per day as outlined in the *Pekeliling Perkhidmatan Bilangan 4 Tahun 2017*. Additionally, MITI offers other flexible arrangements such as allowing pregnant mothers to leave an hour early, permitting early departure for employees with special-needs children or in emergency cases, accommodating the observance of Ramadan, and providing options for working from home on a case-by-case basis. By embracing these flexible working arrangements, MITI aims to enhance work-life balance for its employees and create a supportive work environment that meets the diverse needs of its workforce.

Leave Benefits

MITI takes pride in offering a comprehensive array of leave benefits to its employees. These benefits include maternity and paternity leaves, as well as half-pay leaves, enabling employees to attend to close family members during times of illness or personal necessity. The Ministry also respects the diverse cultural and religious backgrounds of its workforce by providing unrecorded leave for specific celebrations, including Deepavali, Pesta Kaamatan, Hari Gawai, Good Friday, Vaisakhi, and Songkran. Additionally, MITI grants special pilgrimage leaves for employees undertaking significant religious journeys, such as the Hajj and Umrah for Muslims, as well as other religious pilgrimages. These comprehensive leave

benefits reflect MITI's commitment to supporting its employees' wellbeing and work-life balance, fostering a positive and inclusive work environment.

Diversity

The *Jawatan Utama Sektor Awam* (JUSA), representing the top management in the Ministry, includes a Secretary General, three (3) Deputy Secretary Generals, and 12 Senior Directors. Impressively, 69 percent of JUSA positions are held by women. Although the top four (4) positions are equally divided, the majority of the divisions are led by female Senior Directors. This achievement surpasses the government target of 30 percent.

Top Management by Age Cohort of JUSA, 2023

Gender	Age below 30 years old	Age between 30-50 years old	Above 50 years old
Male Top Management	-	-	6
Female Top Management	-	1	9
Total	-	1	15
Grand Total		16	

In line with the Ministry's commitment, support for special needs workers is enshrined in *Pekeliling Perkhidmatan Bilangan 16 Tahun 2010*. This policy underscores the Ministry's dedication to providing equal employment opportunities and fostering a supportive work environment for individuals with special needs. Presently, four (4) workers have been recruited under this policy, constituting 0.5 percent of the MITI's total workforce. While this is a positive step forward, it is important to note that this figure falls short of the Government's target of having one (1) percent of the workforce comprised of individuals with special needs.

To further support this initiative, the Ministry not only addresses their welfare but also ensures that they have access to appropriate working facilities. These facilities are designed to meet their specific needs, enabling them to perform their duties effectively and efficiently. However, the Ministry acknowledges the need to intensify efforts to meet and surpass the Government's target. This includes expanding recruitment initiatives, providing additional training and development opportunities, and fostering a more inclusive workplace

culture. By doing so, MITI aspires to set a benchmark for other organisations in promoting diversity and inclusion in the workforce.

Profile of workers who are not employees

Number of workers who are not MITI's employees

Putrajaya Management Sdn. Bhd. (PMSB)	90
<i>Jabatan Sukarelawan Malaysia</i> (RELA)	11
Total	101

MITI engages *Jabatan Sukarelawan Malaysia* (RELA) to deploy its paramilitary personnel with an average monthly salary in accordance with the government's latest guidelines. Similarly, the Ministry ensures that the remuneration of its non-employee workers, including cleaning staff, adheres to the minimum wage threshold. These collective approaches exemplify the Ministry's steadfast commitment to fair labour practices, while ensuring a high standard of security and cleanliness within its premises.

Career Development

Training

In accordance with the objectives outlined in the Public Sector Human Resource Training Policy (*Dasar Latihan Sumber Manusia Sektor Awam*), MITI is dedicated to ensuring that its public service personnel are equipped with the necessary attitudes, skills and knowledge through carefully planned training programmes aimed at competency development and continuous learning. The Training Needs Analysis (TNA) process plays a pivotal role in identifying and addressing these needs effectively.

TNA are identified through various sources, including Individual Training Needs assessments conducted via the Annual Assessment Performance Report (LNPT) feedback system, as well as Requirement Analysis Forms submitted by MITI divisions. The collected data undergoes thorough screening to ensure accuracy, relevance and alignment with organisational goals and objectives. This process helps in filtering out redundant or irrelevant information, allowing for a focused approach to addressing training needs. Once the data is screened, it is further categorised into sector clusters based on identified themes, as below:

Training Clusters, 2023

Cluster	Number of Request	Percent share	Proposed Training Programmes	Percent share
Strategic Expertise	871	51	26	33
Soft Skills	147	9	7	9
Self and Cooperative/Team Building	292	17	33	42
Digital System and Technology	232	14	8	10
Language	158	9	4	5
Total	1700	100	78	100

Trainings Conducted, 2023

No	Training Programmes	Participants
1	<i>Program Penghayatan Nilai-Nilai Murni (Borak Santai Bersama Sazali)</i>	200
2	<i>Program Minda Sejahtera Warga Ceria Sempena Bulan Kesedaran Kesejahteraan Psikologi</i>	160
3	<i>Bengkel Pembangunan Pegawai Bagi Pengarah dan Pengurusan Tertinggi MITI</i>	50
4	Leadership Course for Middle Management	45

No	Training Programmes	Participants
5	Leadership Course for Junior Officers	40
6	<i>Program Kesihatan Psikologi "Sweat Off"</i>	50
7	<i>Program Diet dan Gaya Hidup Sihat</i>	100
8	<i>Bengkel Penyelesaian Faraid, Hibah dan Pusaka</i>	100
9	<i>Taklimat Perjawatan MITI dan Agensi di Bawah Tahun 2023</i>	65
10	<i>Kursus Tip and Tricks" Mastering Microsoft Office - Analisis Data Menggunakan Microsoft Excel Sesi 1 dan 2</i>	50
11	<i>Program Penampilan Profesional Bagi Penjawat Awam</i>	40
12	<i>Program Pra Akrab MITI dan Agensi Tahap 1 dan 2</i>	35
13	<i>Program Pementoran@MITI</i>	33
14	<i>Kursus Perakaunan Aset Sistem IGFMAS</i>	25
15	Language - English and Spanish	80
16	GRI Certified Sustainability Professional Course	8
17	Core Empowerment	2



According to the *Pelan Operasi Latihan (POL) MITI 2023*, it is imperative that at least 70 percent of MITI officers and staff complete 7 days of training within a calendar year. However, in 2023, only 53.7 percent of MITI's total workforce met this requirement. This is mainly due to tight work schedule and ad-hoc office matters as well as employees not declaring in the MyTraining System. To encourage greater participation and ensure

compliance with the training mandate, several action plans are recommended, among others:

- a. Enhance communication to raise awareness about the importance of training and the benefits it offers to employees and the organisation as a whole. This includes disseminating information through various channels such as email updates, intranet announcements and staff meetings;
- b. Develop tailored training programmes that cater to the diverse needs and interests of its employees. By offering a wide range of courses covering both technical and soft skills, MITI aims to appeal to a broader audience and increase participation rates;
- c. Establish robust monitoring and feedback mechanisms to track training participation rates and gather employee feedback on the effectiveness of training programmes. This information is used to continually refine and improve the training offerings to better meet the needs of employees; and
- d. Promote online courses on platforms such as Udemy, allowing employees to learn at their own pace. These programmes offer a wide range of topics and expert instructors, making continued education more accessible and flexible.

Public Service Department Scholarships and Sponsored Trainings

No	Name of Program	Gender Composition		Total
		Male	Female	
1	<i>Hadiah Latihan Persekutuan (HLP) Master's Program</i>	-	1	1
2	National Human Resource Institute (NHI)	-	1	1
3	16 th Senior Executive Development Programme (SEDP) 2023	-	1	1
4	Lead4Future 2023	1	4	5
5	Japan International Cooperation Agency (JICA) - Leadership Development for Middle Management Level		1	1
Grand Total				9

In 2023, a total of nine (9) employees furthered their studies with sponsorships. The main impediments for employees wishing to further their studies include limited quotas, age restrictions, and the required number of years of service to be eligible.

Life-long learning

MITI is committed to fostering a culture of continuous learning and personal development among its personnel, with the MITI Library serving as a key resource hub and facilitator for various programmes. In 2023, the library organised several impactful initiatives aimed at promoting lifelong learning and knowledge enrichment. Here are the highlights of the most significant programmes:



List of Most Significant Programmes, 2023

No	Programme	No of Participants
1	<i>Resensi Buku: Bicara Bersama...</i>	150
2	Book Review: 1 Book 1 Month	12
3	Exhibition: MITI at a Glance	120
4	Let's Read Together for 10 Minutes	30
5	<i>Semarak Ilmu@MITI</i>	300
6	Talk on ISBN, ISSN, PdP	30
7	Spy Camp: Innovation in Library 3.0	190
8	Speed Dating with Books	45
9	School Holiday Programmes	20
10	Library2U	250
11	World Quran Hour	30



Through these diverse and engaging programmes, MITI's Library plays a pivotal role in nurturing a culture of continuous learning, knowledge sharing and personal growth among its personnel, contributing to their professional development and overall wellbeing.

Promotion and Annual Increment

In 2023, 24 officers and 38 staff were promoted. Additionally, the annual salary increment (*Pergerakan Gaji Tahunan* - PGT) is implemented based on employee's date of appointment, as shown below. Any promotion, retirement or leaving the service is abide in the Public Service Circular: *Perkara 27, P.U.(A) 1/2012 - Peraturan-Peraturan Pegawai Awam (Pelantikan, Kenaikan Pangkat dan Penamatan Perkhidmatan) 2012*.

Employee Increment, 2023

Month	Number of Employees
January	182
April	173
July	164
October	233
Total	752

Employee Turn-over

Throughout 2023, a total of 59 applications for transfer were received from various sources. Most of the reasons involve seeking career growth, acquiring new skills, and gaining more experience in a new environment at other divisions or ministries. Other reasons were logistical issues or personal circumstances. Among the measures taken to address these concerns are job rotation internally within division/ministry or request to Public Service Department), depending on approval of *Panel Pembangunan Sumber Manusia* (PPSM) as source of authority.

Reasons for transfer

Service issue	Welfare issue
Suitability in the workplace	Health concerns
Job rotation	Security of employee/property
Logistics / financial issue	

Application for Transfer

Management and Professional				
Application and Status	Medium of Application			
	HRMIS	HR Open Day	Email / Letter to HR	Total
Received application	18	2	9	29
Action taken	6	1	4	11

In progress	12	1	5	18
Support Staff				
Application and Status	Medium of Application			
	HRMIS	HR Open Day	Email / Letter to HR	Total
Received application	10	10	10	30
Action taken	1	1	2	4
In progress	9	9	8	26

Benefits

Excellence Awards

In 2023, MITI celebrated the outstanding contributions and exceptional performance of its officers and staff by awarding a total of 64 individuals for their excellence in service throughout 2022. This annual recognition serves to honour the dedication, hard work and achievements of MITI's personnel, highlighting their significant role in advancing the department's objectives and serving the nation. By recognising excellence, MITI fosters a culture of motivation, innovation and continuous improvement within its workforce, ultimately driving organisational success and fulfilling its mission to promote economic growth and prosperity for the country.

Welfare and Recreational Programmes for Employees

MITI is dedicated to enhancing the wellbeing of its personnel through a range of welfare programmes designed to foster camaraderie, recognise talent and provide support where needed. Among these initiatives are the festival celebrations, which serve as occasions for networking and fostering a sense of community among employees. Additionally, MITI Idol showcases and applauds the talents of its young members, offering a platform for recognition and encouragement.

Recognising the importance of education, MITI extends schooling assistance through MITI's Club, offering support to employees and their families. Furthermore, during festive seasons, MITI extends a helping hand to lower-income employees, providing contributions to ensure they can fully partake in celebrations.

In addition to these welfare programmes, MITI invests in facilities aimed at promoting a conducive working environment and providing avenues for relaxation and stress relief. Among these facilities are the Music Studio and karaoke room, which offer employees the

opportunity to unwind and rejuvenate, promoting mental wellbeing and productivity. Through these welfare initiatives and facilities, MITI demonstrates its commitment to supporting the holistic development and welfare of its personnel, fostering a positive and inclusive workplace culture that values the welfare and happiness of its employees.

MITI celebrated the Secretary Day on 16 October 2023 to recognise the secretaries' contribution to the overall success of an organisation. By taking the time to celebrate Secretary Day, MITI not only foster a positive work culture but also reinforce the importance of recognising and valuing every individual's contribution, regardless of their role within the company.



Day-care centre at MITI

TASKA Oren, the day-care centre established by MITI, aims to create a family-friendly work environment by offering convenient, on-site day-care. Operating from 7.15 am to 6.00 pm on weekdays, TASKA Oren offers more than just childcare services. It serves as an educational hub, offering programmes, games, nutritious meals, and a designated nap area. Currently, the centre caters 47 children under 3 years old and 10 children aged between 4 and 6 years old. This initiative not only enhances employee satisfaction and productivity but also underscores MITI's commitment to fostering a supportive and inclusive workplace.

Occupational Safety and Health





Occupational Safety and Health Act (OSHA) 1994, or Act 514, is the primary legislation in Malaysia that regulates workplace safety and health. It outlines the duties and responsibilities of employers, employees, manufacturers and suppliers to ensure a safe and healthy workplace.

MITI OSHA Committee is chaired by Deputy Secretary General (Investment and Management). The committee members consist of Employer Representative, Employee Representative and Facility Management. The Committee meets quarterly to discuss the policy matters, OSHA programmes as well as workplace health & safety issues.



Occupational Safety Programmes

Among the programmes conducted by MITI's OSHA Committee include:

	<p>Safety Walkabout</p> <p>Conducted bi-weekly (every Tuesday and Thursday), to identify and rectify any safety non-compliances. Issues such as outdated List of Occupants (LOO) forms, obstructed fire extinguishers by furniture and non-closure of fire-resistant doors have been reported and followed up with inspections for resolution.</p>
	<p>Cafeteria Inspection</p> <p>Monthly inspections ensure adherence to Food Act, 1983 and Food Hygiene Regulations 2009. Concerns such as improper ingredient storage, inadequate and inappropriate food waste disposal, unclean racks and sinks, unclear expiry dates, oily floors and staff non-compliance with uniform regulations have been addressed through subsequent inspections, emphasising the provision of clean and safe food.</p>
	<p>Fire Drill (Training)</p> <p>Conducted annually to reinforce emergency preparedness and response.</p>
	<p>Green Building Index (GBI) and Security Briefings</p> <p>Conducted in the second and third quarters, alongside first aid training sessions and evacuation procedures, to promote sustainable practices and enhance building security.</p>

	<h3>Introduction of New COVID-19 SOP</h3> <p>The latest standard operating procedure (SOP) pertaining to COVID-19 was implemented in the second quarter to address health and safety concerns amid the endemic phase.</p>
	<h3>NADOPOD Report Introduction</h3> <p>Introduced in the first quarter of 2023, the Notification of Accident, Dangerous Occurrence, Poisoning and Occupational Disease (NADOPOD) Report serves as a means to report accidents occurring within the vicinity to the Department of Occupational Safety and Health (DOSH).</p> <h3>Renewal of License from the Fire Department</h3> <p>Renewed Fire Department License in the third quarter to maintain compliance with fire safety regulations.</p>
	<h3>Fogging and Sanitising</h3> <p>A total of 84 hours fogging sessions were conducted for pest control. Meanwhile, sanitising was conducted on specified dates, totalling 9 hours and 50 minutes, to ensure a hygienic environment.</p>
	<h3>Dissemination of Information on Safety and Health</h3> <p>Weekly dissemination of safety and health information occurs through the "Monday Pause for Clipping" sessions. These sessions encompass various topics, such as energy and water conservation tips, guidelines for recycling and waste management, strategies for reducing plastic usage and the advantages of adopting green building practices. The primary aim of these initiatives is to foster awareness and deepen understanding of sustainability-related issues among participants.</p>

Accidents/incidents Reported

1. Lift entrapment (1 Person)

Date: 26 May 2023 (9.00 am to 9.25 am)

Location: Lift PL 2

Cause: Central panel error

Response: Replaced and checked all the cables

2. Lift entrapment (7 Persons)

Date: 23 November 2023 (12.00 noon to 12.15 pm)

Location: PL 8

Cause: Car door cam misalignment

Response: Adjust interlock back and re-test

3. Fire Incident

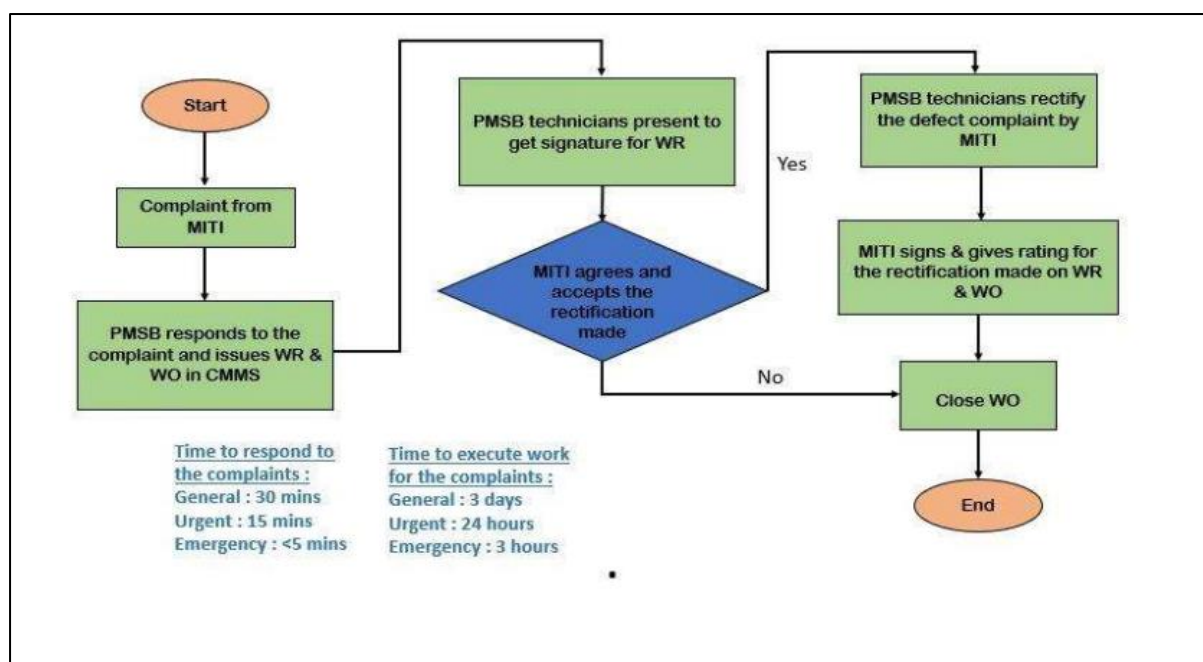
Date: 23 January 2023

Location: Café (Kitchen area)

Cause: Fire originated from hot oil and water.

Response: Emergency Services Team (EST) successfully extinguished the fire within 5 minutes.

Standard and Operating Procedures for PMSB to respond on complaints and reports



Health

Health Facilities



MITI is committed to promoting employees' wellbeing by providing a fully equipped gymnasium for staff to prioritise their health and fitness. Additionally, Zumba, sweat off and yoga classes are conducted during break and after work hours, offering employees opportunities to engage in physical activity and relaxation, further enhancing their overall health and vitality. Furthermore, MITI is equipped with a treatment room furnished with essential medical equipment to cater to the health needs of its employees.

Free Health Screening

MITI employees are encouraged to undergo health screening check-ups and monitor their own health for disease prevention and early detection of non-communicable diseases (NCDs) such as heart disease, diabetes, and cancer. These screenings are provided free of charge for those aged 40 and above.

Mental Health

In addition to physical health, the Ministry is equally committed to safeguarding the mental health of its employees. Grounded in the principles of counselling and mentoring, the AKRAB programme at MITI emphasises the sharing of knowledge and mutual support among AKRAB members within the Ministry. One of the key benefits of this programme is fostering a harmonious working environment and increasing empathy among the members.

Furthermore, MITI has established a Psychology Unit, reporting directly to Deputy Secretary General with one Psychology Officer. In 2023, the Unit conducted a total of 127 counselling sessions encompassing matters related to career, health, family, financial, self-development and personnel. The sessions were conducted through tele-counselling, face-to-face and individual/group sessions. Some of the outcomes observed from the counselling sessions encompass enhanced work performance; heightened awareness and proficiency in

making sound financial decisions; and seeking further treatment from specialists for more severe cases.

MITI Wellness Month

In support of the National Healthy Malaysia Agenda led by the Ministry of Health Malaysia, MITI launched the MITI Wellness Month in September 2023. This initiative seeks to promote healthy living and healthy aging among the MITI community. The official launch event featured activities such as Zumba sessions and health screenings, along with a bazaar held at MITI. The month-long programme concluded with MITI Inter-agency Sports 2023 to inculcate sportsmanship among the agencies, strengthen unity and create awareness on the health benefits in taking up sports.

Building Bonds: Community Engagement

In 2023, Skuad Kasih MITI conducted several Corporate Social Responsibility (CSR) programmes aimed at supporting underprivileged communities. This reflects MITI's dedication to social responsibility, community welfare and humanitarian efforts.

Skuad Kasih's Mission at Kampung Geylang, Pekan Pahang

On February 15, the Minister of MITI, along with MITI's management team and Skuad Kasih MITI, embarked on a CSR mission to Kampung Geylang in Pekan, Pahang. The team repaired a dilapidated surau and provided supplies and necessities for the community.



Post Flood Aid Mission, Kluang

On 8 March 2023, Skuad Kasih MITI conducted a post-flood aid mission in Kluang, Johor to handover donations to those affected by the floods at two temporary evacuation centres. This initiative aimed to support and alleviate the hardships faced by the flood victims, demonstrating MITI's dedication to community support in times of crisis.



Programme *Ihya' Ramadan & Agihan Bubur Lambuk* Skuad Kasih MITI & Yayasan YZA

On 10 April 2023, Skuad Kasih MITI, in collaboration with Yayasan YZA, held the Programme *Ihya' Ramadan & Agihan Bubur Lambuk*. This event took place at *Rumah Anak Yatim Pertubuhan Kebajikan dan Pendidikan Al-Mahabbah* and the *Pangsapuri Sri Ayu* community. During the programme, traditional *bubur lambuk* was distributed to orphans and residents, fostering a sense of community and sharing during the holy month of Ramadan. This initiative highlighted the importance of unity and compassion, reinforcing the values of charity and care for the less fortunate.



CSR Programme at *Pertubuhan Rumah Anak Yatim/Miskin*, Kampung Sungai Buaya, Banting, Selangor

On 23 September 2023, Skuad Kasih MITI carried out a CSR programme at *Pertubuhan Rumah Anak Yatim/Miskin* in Kampung Sungai Buaya, Banting, Selangor. This programme focused on providing support and contributions to the orphanage, ensuring the wellbeing and development of the children residing there. The visit included various activities aimed at uplifting the spirits of the children and meeting their immediate needs, reflecting MITI's ongoing commitment to social responsibility and community welfare.



Programme *Penyampaian Sumbangan dan Menyantuni Anak-Anak Yatim* at *Rumah Anak Yatim Dahikmah*, Gopeng, Perak

On 19 August 2023, Skuad Kasih MITI organised a programme dedicated to delivering donations and caring for orphans at *Rumah Anak Yatim Pertubuhan Kebajikan Anak-Anak Yatim/Miskin Dahikmah*, in Gopeng, Perak. This initiative involved engaging activities and personal interactions with the children, aimed at providing emotional support and encouragement. The programme underscored the importance of nurturing and supporting vulnerable groups within the community, showcasing MITI's dedication to humanitarian efforts.



Programme for Providing Donations and Caring for *Tahfiz* Students and Homeless Individuals, Klang Valley

On 14 and 15 April 2023, in conjunction with the month of Ramadan, Skuad Kasih MITI conducted a programme to deliver donations and offer support to *tahfiz* students and homeless individuals around the Klang Valley. This two-day event was focused on providing essential items and care packages, reinforcing the spirit of giving and empathy that characterises the holy month. The programme highlighted MITI's commitment to addressing the needs of the underprivileged and promoting social cohesion and kindness within the community.



Chapter 5: Upholding Governance for Progress

Background and Context

Strong governance is crucial for the success and integrity of any organisation. It encompasses a wide range of practices and principles that ensure MITI operates efficiently, ethically and transparently. For a Ministry, anti-corruption measures are fundamental to maintaining public trust and ensuring that resources are used effectively and for their intended purposes. Simultaneously, maintaining openness and clarity in decision-making processes is crucial to fostering transparency and accountability. In the digital age, cyber security is a critical component of governance for a ministry. Protecting sensitive information and ensuring the integrity of digital infrastructure are essential for maintaining national security and public trust.

Anti-Corruption

MITI is committed in implementing policies and procedures to prevent, monitor and eliminate any form of corruption in all its activities and personnel as well as in MITI's association with stakeholders. Among others, these include:

- a) Adhering to provisions under the Malaysian Anti-Corruption Commission Act 2009 (Act 694) and other applicable laws, regulations, policies and procedures;
- b) Controlling and enhancing improvement by the governing body and top management through the Anti-Bribery Management System (ISO 37001: 2016);
- c) Providing proper channel and encourage reporting of all kinds of corruption activities through the Whistle-Blower Policy (<https://shorturl.at/oVNh8>);
- d) Practicing good governance in line with MITI's giving and Receiving of Gifts Policy (<https://shorturl.at/oVNh8>);
- e) Monitoring compliance of the Anti-Bribery Management System and reporting to the governing body and top management by the MITI's Compliance Function Committee; and
- f) Taking legal and/or disciplinary action against any violation of this policy.

Confirmed Cases

Number of Confirmed Corruption Cases

Corruption cases reported to Malaysia Anti-Corruption Commissioner (MACC)	0
Confirmed corruption cases (conviction)	0
Corruption and misconduct - 2024 Target	0

Training on Anti-Corruption

Training related to anti-corruption measures has become increasingly prevalent in workplaces, with approximately 70 percent of MITI's employees having participated in various programmes conducted in 2023. These initiatives aim to instil ethical standards, raise awareness about the detrimental effects of corruption and equip employees with the knowledge and skills to identify, prevent and report corrupt practices. By fostering a culture of transparency and integrity, MITI not only mitigate the risks associated with corruption but also uphold our commitment to ethical conduct, thereby safeguarding our reputation and promoting sustainable practices.

List of Training on Anti-Corruption

No	Programme	Number of Participants
1	<i>Kuiz Pelan Pengurusan Risiko Rasuah MITI (PPRRM)</i>	202
2	<i>Ceramah Perdana Integriti Bersempena Sambutan Hari Integriti</i>	201
3	<i>Seminar Pengukuhan Integriti dan Antirasuah Peringkat Pengurusan Atasan dan Ketua Agensi - Siri 1</i>	39
4	<i>Seminar Pengukuhan Integriti dan Antirasuah Peringkat Pengurusan Atasan dan Ketua Agensi - Siri 2</i>	35
5	<i>Lawatan Berpandu Ke Suruhanjaya Pencegahan Rasuah Malaysia</i>	31
6	<i>Kursus Keutuhan Diri Kumpulan Sokongan MITI Tahun 2023</i>	26
7	<i>Bengkel Pengukuhan Sistem Pengurusan Integriti Agensi (AIMS) bagi MITI dan Agensi</i>	21
	Total	555

Declaration of Assets

Overall, 100 percent of MITI's staff and officers (including Minister's office) have declared their assets. The implementation of asset declaration by MITI employees aligns with ESG

principles as it promotes transparency, integrity, and accountability in public service. This initiative fosters a culture of responsible governance, reduces the risk of conflicts of interest and corruption, and enhances trust and confidence among citizens.

Monitoring Mechanism

1. Anti-Corruption Committee (*Jawatankuasa Anti-Rasuah* - JAR) MITI;
2. Anti-Corruption Management System Compliance Function Committee (*Jawatankuasa Fungsi Pematuhan Sistem Pengurusan Anti-Rasuah* - JFPSPAR) MITI;
3. Anti-Bribery Management System Compliance Audit; and
4. Disciplinary Board MITI.

Measures to Address Corruption

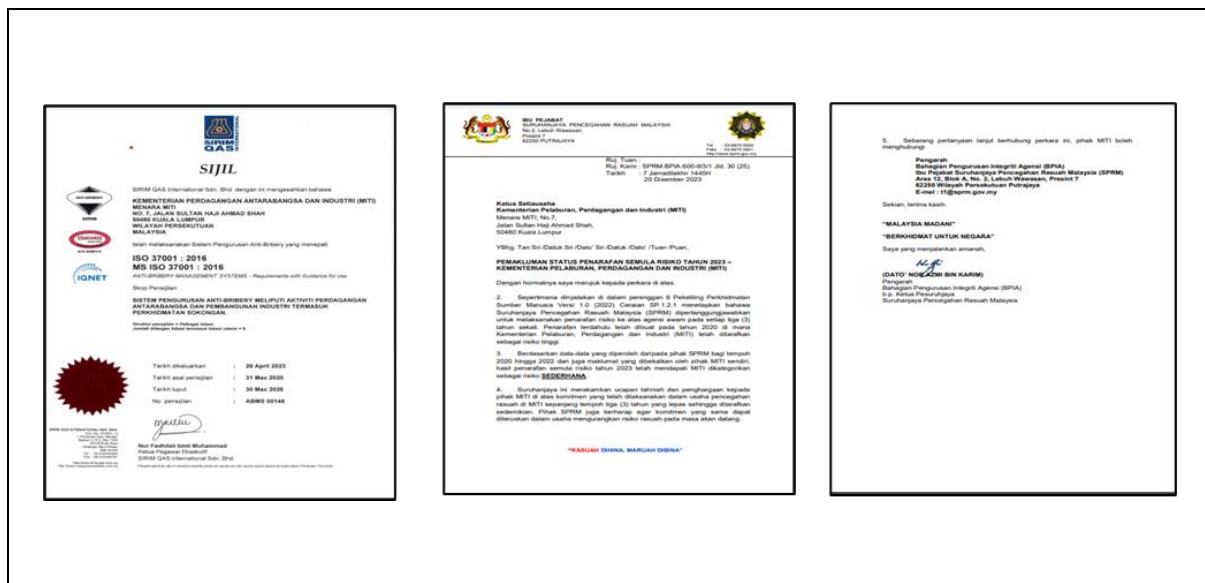
1. Establish Integrity Unit as MITI was rated as a high-risk organisation by MACC. The unit functions as a focal point in managing issues related to integrity in MITI, which includes implementing six (6) core functions as follows:
 - a. Good Governance - to ensure the implementation of good governance in MITI;
 - b. Integrity Enrichment - to inculcate, institutionalise and implement the concept of integrity in MITI;
 - c. Identification and Verification - to identify and verify complaints related to criminal misconduct, violations of code of conduct and ethics in MITI, and ensure appropriate actions are taken as well as to report criminal misconduct to the relevant enforcement agencies;
 - d. Complaints Management - to receive and provide response to all complaints and information concerning criminal misconduct and violation of ethics in MITI;
 - e. Compliance - to ensure laws and regulations are enforced and complied with; and
 - f. Discipline - to function as the secretariat of the Disciplinary Board.
2. Conduct awareness programme on anti-corruption and integrity in the form of training and knowledge sharing.
3. Engage relevant government enforcement agencies (e.g: MACC) and internal divisions in MITI (e.g: Internal Audit, Finance, HR) to discuss mitigation measures on corruption and misconduct through relevant platform.
4. Appoint MITI Risk Officer - to help disseminate information and as liaison officer between Integrity Unit and other divisions in MITI.
5. Create a systemic work processes to ensure complaints received are valid and the investigation process is transparent. Complaints are evaluated by Information Evaluation

Committee (*Jawatankuasa Menilai Maklumat*), established by Integrity Unit, before taking the necessary measures.

MITI is currently certified with SIRIM ISO 37001: 2016 - Anti-Bribery Management Systems - Requirement with Guidance for Use

As a result of the corruption risk re-rating that has been done by MACC in 2023, MITI has been re-categorised as **moderate in corruption risk**. This is an achievement for MITI which was previously in high-risk category. This rating is valid for the period of 3 years until 2026.

SIRIM ISO 37001:2016 and MODERATE RISK Rating by MACC



Cybersecurity and data privacy

Cybersecurity

The Information Management Division (*Bahagian Pengurusan Maklumat*, BPM) is responsible for providing ICT-related services to all divisions within the Ministry and all agencies under the Ministry. One of the main functions of BPM is to ensure that the Ministry's ICT security is maintained at a robust level of availability.

The Deputy Secretary General (Investment and Management) has been appointed as the Chief Digital Officer (CDO) for the MITI. The CDO is responsible for determining strategies and implementing ICT initiatives to achieve the vision and objectives of ICT development and usage within the agencies.

Meanwhile, MITI's ICT Security Officer (ICTSO) has been appointed and registered under National Cyber Security Agency (NACSA) for the effective dissemination of cybersecurity information. The ICTSO will monitor any cybersecurity issues, including incident management, in the event of cybersecurity-related issues within MITI and its agencies. Currently, MITI's ICTSO is the Manager of the ICT Security and Network Unit, BPM.

MITI has established the Computer Security Incident Response Team (CSIRT) Committee, which acts as the first level of support to National Cyber Coordination and Command Centre (NC4) in handling security incidents, monitoring, and providing cybersecurity advisory services to agencies under its supervision. This committee consists of representatives from the BPM and agencies under MITI. The committee is chaired by MITI's ICTSO and meets at least once a year, depending on the level of crisis faced. NC4 continually reminds System Administrators and Network Administrators in the Ministry to enhance cybersecurity to ensure systems and networks remain secure. BPM also consistently ensures the management and security of the Ministry's information by implementing the following measures:

- a. Developing MITI ICT Security Policy (DKICT) which contains the rules that must be adhered to when using MITI's ICT assets. This policy also informs all MITI users about their responsibilities and roles in protecting the Ministry's ICT assets.
- b. Signing of Official Secrets Act 1972 (Act 88) annually by all MITI's personnel to ensure understanding and compliance regarding the protection of official secrets.

- c. Completing e-Vetting issued by the Chief Government Security Officer (CGSO) by all MITI's personnel to ensure the safety of the country's data, documents, and official secrets, preventing them from falling into the hands of foreign nations or irresponsible parties.
- d. Ensuring compliance by third parties including contractors, suppliers, and external service providers through the following requirements:
 - Read, understand, and comply with MITI's DKICT and sign the MITI ICT Security Policy Compliance Declaration;
 - Sign a Non-Disclosure Agreement (NDA); and
 - Fill in information on the e-Vetting System.
- e. Implementing the Digitalisation Strategic Plan which contains the strategic direction of digitalisation in line with the Ministry's vision, mission, objectives, and functions.
- f. Implementing Security Posture Assessment (SPA) including Web Application Security Assessment (WASA) and Performance Testing on each application system before it is opened to the public to ensure MITI's application systems are secure and have a high level of security.
- g. Disseminating ICT security-related information to MITI personnel through briefings, emails, or pop-up notifications on each computer and laptop.

Data Privacy

MITI is firmly committed to safeguarding our data and privacy, both internal and external, in strict compliance with the PDA 2010, DKICT, and all other relevant legislation. This commitment is underscored in MITI's PSP (2022 – 2025), reflecting our proactive approach to digitalising our systems and processes.

MITI prioritises the regular review and updating of the data security infrastructure and measures through the oversight of the Information Security Management System (ISMS), aimed at preventing unauthorised access, security breaches and information leaks. Furthermore, to ensure the effectiveness of MITI's data security, we conduct routine assessments and simulations to evaluate and test our preparedness in the event of a data security breach, including monitoring system and data recovery system.

To maintain the integrity of its personnel, all MITI officers are required to undergo CGSO's e-Vetting process. This process identifies any personality weaknesses in public officials that may compromise the security of official information, particularly concerning compliance with ICT Security Policies.

In any business dealings involving MITI, vendors, or third parties, a NDA is mandatory. This agreement ensures that confidential information remains protected and undisclosed to unauthorised parties. Furthermore, all MITI personnel are annually required to sign the Official Secrets Act 1972 (Act 88). This legislation reinforces the importance of maintaining confidentiality and prohibits the disclosure of sensitive information to unauthorised individuals. By implementing these measures, MITI aims to safeguard sensitive information against potential threats and unauthorised disclosures.

MITI's CDO holds responsibility for keeping management informed about the latest data security implementations and strategies, including the development of an Action Plan on Data Protection and Privacy. MITI has obtained ISO 27001:2013 certification, an internationally recognised standard for ISMS, as part of its commitment to ensuring data security.

ISO 27001:2013 Certification



Sources of Data

1. MITI's website;
2. MITI communication with Consumer Engagement Centre;
3. Offline Registration Forms;
4. Printed or digital registration and forms;
5. *Sistem Pengurusan Aduan Awam (SISPAA)* - an online channel to manage feedback such as supplications, appreciation, inquiries and suggestions from the public regarding MITI services;
6. Human Resources Management Information System (HRMIS);
7. Department of Statistics, Malaysia (DOSM); and
8. Other ministries and government agencies such as Ministry of Economy, Ministry of Finance, Ministry of Human Resource, Ministry of Home Affairs and Department of Immigration.

Use of Collected Data

Use of data	
1	Engage industries
2	Understand current market
3	Analyse data to formulate policy
4	Manage human resource

Cyber Security and Data Privacy Policies and Guidelines at the National Level

1. *2003-PKPA 01: Garis Panduan Mengenai Tatacara Penggunaan Internet dan Mel Elektronik di Agensi-Agensi Kerajaan*;
2. *Pekeliling Am Bilangan 3 Tahun 2000 - Rangka Dasar Keselamatan Teknologi Maklumat dan Komunikasi Kerajaan*, 1 October 2000;
3. *Malaysian Public Sector Management of Information & Communications Technology Security Handbook (MyMIS)*, 15 January 2002;
4. *Surat Pekeliling Am Bilangan 6 Tahun 2005 - Garis Panduan Penilaian Risiko Keselamatan Maklumat Sektor Awam*, 7 November 2005;
5. *Surat Pekeliling Am Bilangan 3 Tahun 2009 - Garis Panduan Tahap Keselamatan Rangkaian dan Sistem ICT Sektor Awam*, 17 November 2009;
6. *Rangka Kerja Keselamatan Siber Sektor Awam (RAKKSSA)*;
7. *Surat Pemakluman Pelaksanaan Fungsi Pengurusan Pengendalian Government Computer Emergency Response Team (GCERT) by NACSA*, 28 January 2019;

8. *Surat Pemakluman Pengurusan Maklumat Pegawai Keselamatan ICT (ICTSO) Sektor Awam*, 28 February 2019;
9. *Surat Pemakluman Kaedah Pelaksanaan Penilaian Risiko Keselamatan Maklumat Sektor Awam*, 6 April 2022;
10. *Pekeliling Am Bilangan 4 Tahun 2022 - Pengurusan dan Pengendalian Insiden Keselamatan Siber Sektor Awam*, 1 August 2022; and
11. *2010-SA KP: Garis Panduan Penggunaan ICT Ke Arah ICT Hijau dalam Perkhidmatan Awam*.

Cyber Security and Data Privacy Policies and Guidelines at MITI

1. Introduce *Dasar Keselamatan ICT (DKICT)*;
2. Introduce *Tatacara Penggunaan Internet dan Mel Elektronik*;
3. Introduce *Garis Panduan dan Etika Penggunaan Video Conferencing*;
4. Introduce *Garis Panduan Dalaman Penggunaan Komputer Sewaan MITI*;
5. Implement Disaster Recovery Plan;
6. Polisi *backup server*, aplikasi dan data;
7. Conduct internal audit ISMS ISO/IEC 27001:2013 from 8 – 11 May 2023;
8. Surveillance Audit - *Pensijilan Sistem Pengurusan Keselamatan Maklumat (ISMS) ISO/IEC27001:2013* by SIRIM from 8 – 9 June 2023;
9. Ensure data security while using the ICT equipment and software from the following cyber-attacks:
 - a) Intrusions Prevention and Detection System;
 - b) Network monitoring;
 - c) Active Directory; and
 - d) Firewall.
10. Arrange cyber-attacks by Cyber Security Engineers on ICT systems to identify weaknesses in ICT systems such as networks and Mobile/Web applications;
11. Conduct annual testing on all system at MITI, encompassing Internal Penetration Test (IPT), External Penetration Test (EPT), Web Application Security Assessment (WASA), Performance Test;
12. Develop systems/applications using the latest platforms and technologies that include:
 - a) operating system;
 - b) programming language;
 - c) framework;
 - d) database; and
 - e) web-server

13. Conduct maintenance to ensure the availability of equipment and software as well as preparedness to face the threat of cyber-attacks;
14. Use a Virtualisation Environment by MITI's Data Centre with the concept of consolidation of resources such as CPU, Memory and Storage. With this, not much physical server is needed, further reducing energy consumption and carbon footprint; and
15. Select the ICT equipment materials from recycled materials to optimise sustainable waste management practices and reduces waste production.

Complaints concerning breaches of customer privacy and data security

Throughout the year 2023, five (5) security incidents related to attempted intrusions were reported. The following are the recorded incident statistics:

Reported Cases in 2023

Types of cases	Number
Intrusion attempt	3 (February, March, December)
Denial of service (DoS)	1 (March)
Malicious software	1 (July)
Total	5

Mitigation Measures

In addressing cyber security cases, MITI adopts comprehensive remediation and mitigation measures. These encompass a range of strategies aimed at preventing, detecting and responding to potential threats. Remediation efforts involve identifying vulnerabilities within systems and promptly patching or updating software to mitigate risks. Additionally, implementing robust access controls, encryption protocols, and multi-factor authentication bolsters defence mechanisms against unauthorised access and data breaches.

Furthermore, MITI prioritises employee training and awareness programmes to cultivate a cyber-resilient culture, empowering staff to recognise and report suspicious activities. In the event of a cyber incident, swift incident response protocols, including containment, investigation and recovery efforts, are crucial to minimising potential damages and restoring normal operations efficiently. By adopting a proactive approach to cyber security, we enhance our resilience against evolving threats and safeguard sensitive information effectively.

Cyber Security Cases and Remediation / Mitigation Measures

When	Types of Cases	Remediation/Mitigation Measures
February	Intrusion Attempt There was a suspicious activity through the Intrusion Prevention Systems (IPS) which indicated a high volume of access to the MITI network	Based on General Circular Number 4 2022 - Management and Handling of Cybersecurity Incidents in the Public Sector, MITI took actions according to clause 5 Priority Level 1 - Actions Against Cybersecurity, as follows: <ol style="list-style-type: none"> 1. Monitoring unidentified Internet Protocol (IP) addresses; 2. Implementing continuous monitoring; and 3. Conducting a Security Posture Assessment (SPA).
March	Intrusion Unauthorised/unauthorised access to the MITI network	Based on General Circular Number 4 2022 - Management and Handling of Cybersecurity Incidents in the Public Sector, MITI took actions according to clause 5 Priority Level 1 - Actions Against Cybersecurity, as follows: <ol style="list-style-type: none"> 1. Identify individuals using unauthorised software; 2. Inform individuals to set a more secure password so that incidents of data misuse through the MITI network can be avoided; and 3. Carry out continuous monitoring.
March	Denial of Service (DoS) or Distributed Denial of Service (DDoS) An attack occurred on the website of the DSM on 17 March 2023, causing high traffic and rendering the website inaccessible.	Based on General Circular Number 4 2022 - Management and Handling of Cybersecurity Incidents in the Public Sector, MITI took actions according to clause 5 Priority Level 2 - Actions Against Cybersecurity, as follows: <ol style="list-style-type: none"> 1. Inform DSM to close the website immediately;

When	Types of Cases	Remediation/Mitigation Measures
		<ol style="list-style-type: none"> 2. Advise the agency to implement corrective actions in the near future; and 3. Carry out continuous monitoring.
December	<p>Intrusion Attempt</p> <p>The Malaysia Computer Emergency Response Team (MyCERT) has received reports regarding a data leak related to MATRADE Portal (mgallery.matrade.gov.my).</p>	<p>Based on General Circular Number 4 2022 - Management and Handling of Cybersecurity Incidents in the Public Sector, MITI took actions according to clause 5 Priority Level 1 - Actions Against Cybersecurity, as follows:</p> <ol style="list-style-type: none"> 1. Inform MATRADE about the potential attacks reported by MYCERT; and 2. Advise the agency to carry out continuous monitoring.
July	<p>Malicious Software Infection (Malware)</p> <p>Refers to malware designed to enter the Barracuda Email Security Gateway</p>	<p>Based on General Circular Number 4 2022 - Management and Handling of Cybersecurity Incidents in the Public Sector, MITI took actions according to clause 5 Priority Level 1 - Actions Against Cybersecurity, as follows:</p> <ol style="list-style-type: none"> 1. Carry out continuous monitoring; and 2. Inform the CSIRT Committee for monitoring actions.

Government Procurement

MITI is committed to maintaining sustainability within its procurement processes, emphasising fairness, transparency and accountability. All purchasing procedures and decisions strictly adhere to the Treasury Circular and Standard Operating Procedures (SOPs), ensuring equitable treatment of our suppliers. To further bolster compliance, MITI has introduced *Kit Pengurusan Kewangan MITI Versi 3.0* as a comprehensive reference tool for all staff members, facilitating better understanding and adherence to existing regulations.

As a governmental organisation, MITI requires all suppliers to utilise the e-Procurement system for submitting quotations and tender submissions for various projects. Furthermore, suppliers are expected to adhere strictly to our Code of Conduct and Procurement Integrity terms, as explicitly outlined in the e-Procurement's terms and conditions. Additionally, a Tender Committee has been established with the responsibility of overseeing the contract award process for all purchases exceeding RM500,000.00.

MITI is dedicated in supporting the local economy by prioritising local suppliers. Therefore, 100 percent of the procurement is sourced locally. This fosters economic resilience and community development while minimising carbon emissions linked to long-distance transportation. By championing local procurement practices, MITI demonstrates its commitment to driving positive environmental and socio-economic outcomes while contributing to the overall wellbeing of the communities it serves.

Chapter 6: GRI Content Index

Statement of Use

MITI has reported the information cited in this GRI content index for the period of 1 January 2023 to 31 December 2023 with reference to the Global Reporting Initiative (GRI) Standards.

GRI Content Index

GRI Standard Disclosure Reference	Description	Location (Page)
GENERAL DISCLOSURE 2021		
GRI 2: General Disclosure 2021		
Organisational Profile		
2-1	Organisational details	3 - 4
2-2	Entities included in the organisation's sustainability reporting	1
2-3	Reporting period, frequency and contact point	1 - 2
2-5	External assurance	1, 111 - 115
Activities and Workers		
2-6	Activities, value chain and other business relationships	7 - 15
2-7	Employees	56 - 57
2-8	Workers who are not employees	59

GRI Standard Disclosure Reference	Description	Location (Page)
Governance		
2-9	Governance structure and composition	5 and 20 - 23
2-11	Chair of the highest governance body	14
2-12	Role of the highest governance body in overseeing the management of impacts	25 - 28
2-13	Delegation of responsibility for managing impacts	25 - 28
2-14	Role of the highest governance body in sustainability reporting	19 - 21
2-16	Values, principles, standards and norms of behaviour	3 - 4
Strategy, Policies and Practices		
2-22	Statement on sustainable development strategy	viii - ix, 18 - 19
2-23	Policy commitments	40 - 42
2-24	Embedding policy commitments	94 - 110
2-25	Process to remediate negative impacts	Described in respective segments
2-26	Mechanisms for seeking advice and raising concerns	24, 31 - 33
Stakeholder Engagement		
2-29	Approach to stakeholder engagement	31 - 33
GRI 3: Material Topics 2021		
3-1	Process to determine material topics	34 - 37
3-2	List of material topics	34 - 35
3-3	Management approach	Described in respective segments

GRI Standard Disclosure Reference	Description	Location (Page)
ECONOMIC PERFORMANCE 2016		
201-1	Direct economic value generated and distributed	43 - 48
ENVIRONMENTAL TOPIC-SPECIFIC STANDARDS		
GRI 302: Energy 2016		
302-1	Energy consumption within the organisation	51
302-3	Energy intensity	51
302-4	Reduction of energy consumption	52 - 53
GRI 303: Water and Effluents 2018		
303-5	Water consumption	54
GRI 306: Waste 2020		
306-2	Management of significant waste-related impacts	55
306-3	Waste generated	55
GRI 305: Emissions 2016		
305-1	Direct (Scope 1) GHG emissions	50 - 51
305-2	Indirect (Scope 2) GHG emissions	50 - 51
305-3	Other indirect (Scope 3) GHG emissions - Business travel and employees commuting	50 - 51
305-4	GHG emissions intensity	50
305-5	Reduction of GHG emissions	52 - 54
SOCIAL TOPIC-SPECIFIC STANDARDS		

GRI Standard Disclosure Reference	Description	Location (Page)
GRI 401: Employment 2016		
401-1	New employee hires and employee turnover	64 - 65
401-2	Benefits provided to full-time employees that are not provided to temporary or part time employees	57, 64 - 66
401-3	Leave benefits to employees	57 - 58
GRI 403: Occupational Safety and Health 2018		
403-1	Occupational health and safety management system	67
403-2	Hazard identification, risk assessment, and incident investigation	68 - 69
403-4	Worker participation, consultation, and communication on occupational health and safety	68 - 69
403-5	Worker training on occupational health and safety	50, 60 - 61
403-6	Promotion of worker health	71 - 72
GRI 404: Training and Education 2016		
404-1	Average hours of training per year per employee	57
404-2	Programmes for upgrading employee skills and transition assistance programmes	60 - 63
404-3	Percentage of employees receiving regular performance and career development reviews	64
GRI 405: Diversity and Equal Opportunity 2016		
405-1	Diversity of governance bodies and employees	58 - 59, 66
GRI 413: Local Communities 2016		

GRI Standard Disclosure Reference	Description	Location (Page)
413-1	Operations with local community engagement, impact assessments and development programmes	72 - 75
GOVERNANCE TOPIC-SPECIFIC STANDARDS		
GRI 205: Anti-corruption 2016		
205-1	Operations assessed for risks related to corruption	76 - 77
205-2	Communication and training about anti-corruption policies and procedures	77 - 78
205-3	Confirmed incidents of corruption and action taken	77
GRI 204: Procurement Practices 2016		
204-1	Proportion of spending on local suppliers	88
GRI 418: Customer Privacy 2018		
418-1	Substantiated complaints concerning breaches of customer privacy and losses of customer data	86 - 87

Chapter 7: Unifying Sustainability

Aligning MITI's Initiatives with SDGs and GRI Standards for Sustainable Transformation

At MITI, we are committed to contributing to the United Nations Sustainable Development Goals (SDGs). Our sustainability strategy is aligned with these Global Goals, ensuring that our operations not only generate value but also support the wellbeing of communities and the environment. Below, we outline how our key initiatives align with specific SDGs.

GRI 201: Economic Performance 2016																							
GRI 201-1: Direct economic value generated and distributed																							
SDGs	Actions Taken	Outcome and Target																					
<p>8.1: Sustain per capita economic growth in accordance with national circumstances.</p> <p>8.2: Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and labour-intensive sectors.</p> <p>8.3: Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage the formalisation and growth of micro-, small- and medium-sized enterprises, including through access to financial services.</p> <p>8.4: Improve progressively, through 2030, global resource efficiency in consumption and production and endeavour to decouple economic growth from environmental degradation, in accordance with the 10-year framework of programmes on sustainable consumption and production, with developed countries taking the lead.</p>	<ul style="list-style-type: none"> Signed 16 FTAs. These agreements are pivotal in promoting sustainable economic development by facilitating trade, investment, and cooperation between participating countries. To further bolster the growth of the manufacturing sector, several key initiatives were introduced in 2023, including NIMP 2030, i-ESG Framework and Chemical Industry Roadmap Trade and investment missions. MITI has conducted numerous trade and investment missions globally to attract FDI, promote domestic industries, and create job opportunities. 	<table> <tr> <th></th><th>2021</th><th>2030</th></tr> <tr> <td>Manufacturing value added (RM billion)</td><td>364.1</td><td>581.5</td></tr> <tr> <td>Employment (million persons)</td><td>2.7</td><td>3.3</td></tr> <tr> <td>Median salary (RM)</td><td>1,976</td><td>4,510</td></tr> <tr> <td>Realised FDI and DDI (% contribution to GDP)</td><td>12</td><td>25</td></tr> <tr> <td>Export-oriented SMEs (% share of export)</td><td>11.7</td><td>25</td></tr> <tr> <td>High-tech manufacturing product (% of GDP)</td><td>8.1</td><td>15</td></tr> </table>		2021	2030	Manufacturing value added (RM billion)	364.1	581.5	Employment (million persons)	2.7	3.3	Median salary (RM)	1,976	4,510	Realised FDI and DDI (% contribution to GDP)	12	25	Export-oriented SMEs (% share of export)	11.7	25	High-tech manufacturing product (% of GDP)	8.1	15
	2021	2030																					
Manufacturing value added (RM billion)	364.1	581.5																					
Employment (million persons)	2.7	3.3																					
Median salary (RM)	1,976	4,510																					
Realised FDI and DDI (% contribution to GDP)	12	25																					
Export-oriented SMEs (% share of export)	11.7	25																					
High-tech manufacturing product (% of GDP)	8.1	15																					

<p>8.5: Achieve full and productive employment and decent work for all women and men.</p> <p>8.6: By 2030, substantially reduce the proportion of youth not in employment, education or training.</p> <p>17.A: Promote a universal trading system under the World Trade Organisation (WTO).</p> <p>17.D: Enhance global macroeconomic stability</p> <p>17.E: Enhance policy coherence for sustainable development.</p>		
--	--	--

GRI 302: Energy 2016 GRI 302-1: Total energy consumption within the organisation from renewable and non-renewable sources GRI 302-3: Energy Intensity ratio within the organisation GRI 302-4: Reduction of energy consumption																	
SDGs	Actions Taken	Outcome and Target															
<p>7.2: By 2030, increase substantially the share of renewable energy in the global energy mix.</p> <p>7.3: By 2030, double the global rate of improvement in energy efficiency.</p> <p>8.4 Improve progressively, through 2030, global resource efficiency in consumption and production and endeavour to decouple economic growth from environmental degradation, in accordance with the 10-Year Framework of Programmes on Sustainable Consumption and Production, with developed countries taking the lead.</p> <p>12.2: By 2030, achieve the sustainable management and efficient use of natural resources.</p> <p>13.1: Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries</p>	<ul style="list-style-type: none"> Implement ongoing efforts to increase the number of solar panels, enhancing the capacity for renewable energy generation. Utilise the GHG Protocol and internationally-recognised emission factors¹⁶ in all emission calculations, ensuring accuracy and alignment with global best practices in carbon accounting and reporting. Intensify efforts to improve energy efficiency across operations, with detailed strategies and outcomes outlined in pages 52 - 53 of the report. These efforts aim to optimise energy use, reduce waste, and lower overall environmental impact. 	<table> <tr> <th></th><th>2023</th><th>2030</th></tr> <tr> <td>Solar energy (% of total energy consumption)</td><td>1</td><td>10</td></tr> <tr> <td>Per capita energy consumption (kWh)</td><td>7,900</td><td>7,100</td></tr> </table> <table> <tr> <th></th><th>2023</th><th>2030</th></tr> <tr> <td>MITI's Building Energy Index (BEI)</td><td>95</td><td><100</td></tr> </table> <p>Overall Target: To achieve a 10% reduction in energy consumption from non-renewable sources by 2030, through the adoption of energy-efficient technologies, increased use of renewable energy, and the implementation of sustainable practices across all operations.</p>		2023	2030	Solar energy (% of total energy consumption)	1	10	Per capita energy consumption (kWh)	7,900	7,100		2023	2030	MITI's Building Energy Index (BEI)	95	<100
	2023	2030															
Solar energy (% of total energy consumption)	1	10															
Per capita energy consumption (kWh)	7,900	7,100															
	2023	2030															
MITI's Building Energy Index (BEI)	95	<100															

¹⁶ i-ESGStart, i-ESG Framework, MITI 2023.

GRI 305-1: Direct (Scope 1) GHG emissions GRI 305-2: Energy indirect (Scope 2) GHG emissions GRI 305-3: Other indirect (Scope 3) GHG emissions GRI 305-4: GHG emissions intensity GRI 305-5: Reduction of GHG emissions																																	
SDGs		Actions Taken		Outcome and Target																													
3.9: By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination. 12.4: By 2030, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimise their adverse impacts on human health and the environment 13.1: Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries. 14.3: Minimise and address the impacts of ocean acidification, including through enhanced scientific cooperation at all levels. 15.2: By 2030, promote the implementation of sustainable management of all types of forests, halt deforestation, restore degraded forests and substantially increase afforestation and reforestation globally.		<ul style="list-style-type: none"> This report includes a comprehensive disclosure of Scope 1 and Scope 2 emissions, along with a partial disclosure of Scope 3 emissions. By monitoring these emissions, MITI can take action to reduce their carbon footprint, aligning with SDGs, which calls for urgent action to combat climate change and its impacts. Adhere to the Treasury Circular by minimising overseas travel, thereby reducing associated carbon emissions and operational costs. Implement measures to decrease direct energy usage, as detailed on pages 52 - 53 of the report, to lower Scope 2 emissions and contribute to overall sustainability goals. 		To reduce 2% (CAGR) and to be below the national level <table border="1"> <thead> <tr> <th rowspan="2"></th><th colspan="2">2023</th><th colspan="2">2030</th></tr> <tr> <th>(kg CO₂e)</th><th>%</th><th>(kg CO₂e)</th><th>%</th></tr> </thead> <tbody> <tr> <td>Scope 1</td><td>266,543</td><td>4.6</td><td>225,819</td><td>4.6</td></tr> <tr> <td>Scope 2</td><td>4,670,540</td><td>80.4</td><td>3,957,375</td><td>80.4</td></tr> <tr> <td>Scope 3</td><td>875,480</td><td>15.1</td><td>741,731</td><td>15.1</td></tr> <tr> <td>Total</td><td>5,812,563</td><td>100</td><td>4,924,925</td><td>100</td></tr> </tbody> </table>		2023		2030		(kg CO ₂ e)	%	(kg CO ₂ e)	%	Scope 1	266,543	4.6	225,819	4.6	Scope 2	4,670,540	80.4	3,957,375	80.4	Scope 3	875,480	15.1	741,731	15.1	Total	5,812,563	100	4,924,925	100
	2023		2030																														
	(kg CO ₂ e)	%	(kg CO ₂ e)	%																													
Scope 1	266,543	4.6	225,819	4.6																													
Scope 2	4,670,540	80.4	3,957,375	80.4																													
Scope 3	875,480	15.1	741,731	15.1																													
Total	5,812,563	100	4,924,925	100																													

GRI 303-5: Water Consumption								
SDGs		Actions Taken		Outcome (2023) and Target				
6.4: By 2030, substantially increase water-use efficiency across all sectors and ensure sustainable withdrawals and supply of freshwater to address water scarcity and substantially reduce the number of people suffering from water scarcity		<ul style="list-style-type: none">Enhance rain water harvesting system.Conduct routine checks for leaks in all water systems to prevent wastage.Promote water conservation through targeted awareness campaigns integrated into the EKSA framework.Install water aerators in faucets as part of the medium-term strategy to reduce water usage and promote efficiency.						
				m³	2023	%	2030	%
				Water Consumption	46,775	97	43,000	96
				Rain Water Harvesting	1,250	3	2,000	4
				Total	48,025	100	45,000	100

GRI 306-2: Management of significant waste-related impacts GRI 306-3: Waste generated														
SDGs	Actions Taken	Outcome (2023) and Target												
<p>3.9 By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination.</p> <p>8.4 Improve progressively, through 2030, global resource efficiency in consumption and production and endeavour to decouple economic growth from environmental degradation, in accordance with the 10-Year Framework of Programmes on Sustainable Consumption and Production, with developed countries taking the lead.</p> <p>12.4: By 2030, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimise their adverse impacts on human health and the environment.</p> <p>12.5: By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse</p>	<ul style="list-style-type: none"> Establish recycling programmes within MITI and promote the reuse of materials. For instance, setting up recycling bins for paper, plastic, and metals at all floors as well as to recycled paper and introducing composting equipment for dry waste materials. Collaborate with suppliers to use recycled materials in production. Phase out single-use plastics across all departments and operations. Provide a small discount on meals or drinks for employees who use their own containers or tumblers. 	<p>MITI aims to reduce its waste by 10 percent by 2030, focusing on sustainable practices, waste minimisation strategies, and increased recycling efforts.</p> <table> <tr> <th>tonne</th><th>2023</th><th>2030</th></tr> <tr> <td>Total waste generated</td><td>309.5</td><td>278.6</td></tr> </table> <table> <tr> <th>Percentage from total waste</th><th>2023</th><th>2030</th></tr> <tr> <td>Waste diverted from disposal (%)</td><td>0.8</td><td>10</td></tr> </table>	tonne	2023	2030	Total waste generated	309.5	278.6	Percentage from total waste	2023	2030	Waste diverted from disposal (%)	0.8	10
tonne	2023	2030												
Total waste generated	309.5	278.6												
Percentage from total waste	2023	2030												
Waste diverted from disposal (%)	0.8	10												

GRI 401-1: New employee hires and turnover GRI 401-2: Benefits to employees GRI 401-3: Leave benefits to employees																	
SDGs	Actions Taken	Outcome (2023) and Target															
<p>3.2: By 2030, end preventable deaths of new-borns and children under 5 years of age, with all countries aiming to reduce neonatal mortality to at least as low as 12 per 1,000 live births and under-5 mortality to at least as low as 25 per 1,000 live births</p> <p>5.1: End all forms of discrimination against all women and girls everywhere</p> <p>5.4: Recognise and value unpaid care and domestic work through the provision of public services, infrastructure and social protection policies and the promotion of shared responsibility within the household and the family as nationally appropriate</p> <p>8.4: By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value</p> <p>8.5: By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value</p> <p>10.3: Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies and action in this regard</p>	<ul style="list-style-type: none"> Regularly monitor and report on employee turnover within the Ministry to identify and address workplace issues and satisfaction. Continue to provide employees with benefits in strict accordance with the latest Government circulars, ensuring all entitlements are fully met. Continue to implement government-mandated leave benefits, including parental leave, unrecorded leave for cultural or religious celebrations, and pilgrimage leave, supporting employees' personal and cultural needs. Maintain flexible working hours to create a conducive work environment, empowering employees to manage their time effectively and maintain a healthy work-life balance. Ensure that all non-employee workers receive remuneration that meets or exceeds the minimum wage threshold, ensuring fair compensation for all contributors. Continue to conduct various welfare programmes such as the Secretary Day, festivities celebrations as well as recreational activities. 	<table> <tr> <th></th><th>2023</th><th>2024</th></tr> <tr> <td>Transfer application received to reduce by 10%</td><td>59</td><td>53</td></tr> <tr> <td>Compliance with circular on benefits</td><td>100%</td><td>100%</td></tr> <tr> <td>Compliance with circular on leaves</td><td>100%</td><td>100%</td></tr> <tr> <td>Compliance with minimum wage regulations for all non-employee workers.</td><td>100%</td><td>100%</td></tr> </table>		2023	2024	Transfer application received to reduce by 10%	59	53	Compliance with circular on benefits	100%	100%	Compliance with circular on leaves	100%	100%	Compliance with minimum wage regulations for all non-employee workers.	100%	100%
	2023	2024															
Transfer application received to reduce by 10%	59	53															
Compliance with circular on benefits	100%	100%															
Compliance with circular on leaves	100%	100%															
Compliance with minimum wage regulations for all non-employee workers.	100%	100%															

GRI 403-1: Occupational health and safety management system GRI 403-2: Hazard identification, risk assessment and incident investigation GRI 403-4: Worker participation, consultation and communication on occupational health and safety GRI 403-5: Worker training on occupational health and safety GRI 403-6: Promotion of worker health																		
SDGs		Actions Taken		Outcome (2023) and Target														
<p>8.8: Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment.</p> <p>16.7: Ensure responsive, inclusive, participatory and representative decision-making at all levels.</p> <p>3.3: By 2030, end the epidemics of AIDS, tuberculosis, malaria and neglected tropical diseases and combat hepatitis, waterborne diseases and other communicable diseases.</p> <p>3.5: Strengthen the prevention and treatment of substance abuse, including narcotic drug abuse and harmful use of alcohol.</p> <p>3.8: Achieve universal health coverage, including financial risk protection, access to quality essential health-care services and access to safe, effective, quality and affordable essential medicines and vaccines for all.</p>		<ul style="list-style-type: none">• Ensure compliance with OSHA 1994 to maintain a safe and healthy work environment for all employees.• Form a dedicated OSHA Committee that convenes quarterly to review and address policy matters, OSHA programs, and workplace health and safety issues, ensuring continuous improvement.• Conduct routine safety inspections and walkabouts to proactively identify and mitigate potential hazards in the workplace.• Implement regular fogging and sanitisation procedures to maintain a hygienic workplace, particularly in response to emerging health concerns.• Actively share vital safety and health information with all staff to ensure awareness and adherence to best practices.• Offer regular safety training sessions, including fire drills to equip employees with essential knowledge and skills.		<table><tr><td>Number of accidents / incidents</td><td>2023</td><td>2024</td></tr><tr><td>Lift entrapment</td><td>2</td><td>0</td></tr><tr><td>Fire incident</td><td>1</td><td>0</td></tr></table>			Number of accidents / incidents	2023	2024	Lift entrapment	2	0	Fire incident	1	0			
				Number of accidents / incidents	2023	2024												
				Lift entrapment	2	0												
				Fire incident	1	0												
				<table><tr><td></td><td>2023</td><td>2024</td></tr><tr><td>Number of safety-related trainings</td><td>4</td><td>4</td></tr></table>				2023	2024	Number of safety-related trainings	4	4						
					2023	2024												
				Number of safety-related trainings	4	4												
				<table><tr><td></td><td>2023</td><td>2024</td></tr><tr><td>Free health screening</td><td>ongoing</td><td>ongoing</td></tr><tr><td>Wellness Month</td><td>September</td><td>September</td></tr><tr><td>Counselling sessions</td><td>127</td><td>> 100</td></tr></table>				2023	2024	Free health screening	ongoing	ongoing	Wellness Month	September	September	Counselling sessions	127	> 100
					2023	2024												
				Free health screening	ongoing	ongoing												
Wellness Month	September	September																
Counselling sessions	127	> 100																

	<ul style="list-style-type: none"> • Provide free health screenings and counselling sessions to employees to promote early detection and prevention of health issues including mental and emotional health • Organise physical activities such as Zumba, Sweat Off, and yoga sessions to encourage active lifestyles and reduce stress among employees. • Maintain an onsite gym facility and host an annual Wellness Month, featuring various health and wellness programs to inspire healthy living. 	
--	---	--

GRI 404-1: Average hours of training per year per employee

GRI 404-2: Type and scope of programmes implemented and assistance provided to upgrade employee skills.

GRI 404-3: Percentage of total employees by gender and by employee category who received a regular performance and career development review

SDGs	Actions Taken	Outcome (2023) and Target												
<p>4.3: By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university.</p> <p>4.4: By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship.</p> <p>4.5: By 2030, eliminate gender disparities in education and ensure equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities, indigenous peoples and children in vulnerable situations.</p> <p>5.1: End all forms of discrimination against all women and girls everywhere.</p> <p>8.2: Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and labour-intensive sectors.</p> <p>8.5 By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value.</p> <p>10.3 Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies and action in this regard.</p>	<ul style="list-style-type: none"> Implement a detailed and data-driven TNA process that not only identifies current skills and knowledge gaps but also anticipates future needs Develop a communication strategy that emphasises the long-term career growth, job satisfaction, and personal development benefits of training Expand the range of training courses to include not only technical skills but also soft skills, leadership, sustainability practices, and digital literacy Adopt a continuous monitoring system through MyTraining that tracks not just participation rates but also the quality and effectiveness of training programs Invest in and promote user-friendly, accessible online learning platforms that offer flexible learning paths Ensure a transparent and equitable assessment process by utilising the LNPT and HRMIS systems effectively Promote life-long learning through various programmes conducted by MITI library 	<table> <tr> <th></th><th>2023</th><th>2030</th></tr> <tr> <td>Officers completed 7 days of training</td><td>53.7%</td><td>>70%</td></tr> </table> <table> <tr> <th></th><th>2023</th><th>2030</th></tr> <tr> <td>Employees receiving regular performance and career development</td><td>100%</td><td>100%</td></tr> </table>		2023	2030	Officers completed 7 days of training	53.7%	>70%		2023	2030	Employees receiving regular performance and career development	100%	100%
	2023	2030												
Officers completed 7 days of training	53.7%	>70%												
	2023	2030												
Employees receiving regular performance and career development	100%	100%												

	<ul style="list-style-type: none"> • Implement a rigorous and equitable selection process to reward exceptional employees, ensuring that selection is based on merit, performance, and adherence to organisational values 	
--	--	--

GRI 405-1: Percentage of individuals within the organisation's governance bodies by gender and age group				
SDGs	Actions Taken	Outcome (2023) and Target		
<p>5.1: End all forms of discrimination against all women and girls everywhere.</p> <p>5.5: Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision making in political, economic and public life.</p> <p>8.5: By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value.</p>	<ul style="list-style-type: none"> Actively promote gender equality and inclusivity by ensuring the representation of female officers in leadership roles and the inclusion of people with special needs. Gather data on the composition of the governance bodies and workforce. Provide comprehensive leadership development and skill-building programmes to enhance capabilities and foster professional growth. Adhere to Government's circular on recruitment and promotion to ensure transparency, fairness and alignment with regulatory standards. Provide day-care centre to foster a supportive and inclusive workplace. 			
			2023	2030
		Percentage of female employees at the management level from total workforce	69	> 50
			2023	2030
		Percentage of special needs employees from the total workforce	0.5	1

GRI 413-1: Operations with local community engagement, impact assessments, and development programmes		
SDGs	Actions Taken	Outcome (2023) and Target
<p>1.4 By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance.</p> <p>2.3 By 2030, double the agricultural productivity and incomes of small-scale food producers, in particular women, indigenous peoples, family farmers, pastoralists and fishers, including through secure and equal access to land, other productive resources and inputs, knowledge, financial services, markets and opportunities for value addition and non-farm employment</p>	<ul style="list-style-type: none"> • Conduct community engagement programmes. These includes providing support to flood victims and distributing food to the underprivileged communities. • MITI actively engages with communities through annual event such as <i>Setahun Bersama Kerajaan Madani</i> and MITI day, which are held nationwide. • MITI also launched the Kampung Madani Project, which includes the construction of a multi-purpose hall on waqf land belonging to Tebuk Mufrad Mosque in Kampung Tebuk Mufrad, Sabah Bernam. • MITI Day features various activities designed to provide advice, guidance and an introduction to the services and function of MITI and its associated agencies. 	<p>In 2023, MITI successfully implemented six (6) CSR projects and is expected to continue these efforts through Squad Kasih MITI, along with a new initiative called the <i>Kampung Angkat Madani</i> Project.</p>

GRI 205-1: Operations assessed for risks related to corruption GRI 205-2: Communication and training about anti-corruption policies and procedures GRI 205-3: Confirmed incidents of corruption and action taken				
SDGs	Actions Taken	Outcome (2023) and Target		
16.5: Substantially reduce corruption and bribery in all their forms.	Anti-Corruption Policy (https://encr.pw/gJdv0) “No Gift Policy” (https://l1nq.com/gJdv0) Whistle-Blower Protection Policy (https://encr.pw/gJdv0) Conduct training on anti-corruption		2023	2024
		Cases reported to MACC	0	0
		Confirmed cases	0	0
			2023 -	2027 -
			2026	2030
		Risk Rating	Medium	Low
			2023	2024
		Asset Declaration by MITI’s staff and officers	100%	100%
			2023	2024
		Training on anti-corruption (Percentage of attendance)	70%	80%

GRI 204-1: Proportion of spending on local suppliers			
SDGs	Actions Taken	Outcome (2023) and Target	
8.3: Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage the formalisation and growth of SMEs, including through access to financial services. 12.2: By 2030, achieve the sustainable management and efficient use of natural resources. 12.7: Promote public procurement practices that are sustainable, in accordance with national policies and priorities.	<ul style="list-style-type: none">Introduced <i>Kit Pengurusan Kewangan MITI Versi 3.0</i>Adhere to Treasury Circular and SOPs to ensure equitable treatment to the suppliersUtilise e-Procurement system to ensure transparency and accountability in government tendering processPrioritise local suppliers to stimulate local economies, create jobs, and support SMEsReduce the environmental impact associated with transportation and logistics, thus promote sustainable consumption and production patterns, by prioritising local procurement		
		Percentage of procurement sourced locally	100

GRI 418-1: Substantiated complaints concerning breaches of customer privacy and losses of customer data			
SDGs	Actions Taken	Outcome (2023) and Target	
<p>16.3 Promote the rule of law at the national and international levels and ensure equal access to justice for all.</p> <p>16.10: Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements</p>	<ul style="list-style-type: none"> Establish a comprehensive ICT Security Policy tailored to MITI's operational needs, ensuring alignment with national cybersecurity standards. Mandate all MITI personnel to annually sign the Official Secrets Act to reinforce commitment to safeguarding classified information. Designate an ICT Security Officer and Chief Digital Officer to oversee and manage cybersecurity measures, ensuring robust protection of digital assets. Implement e-vetting procedures to assess and verify the integrity and security of individuals handling sensitive data, documents, and official secrets. Execute a strategic plan for digital transformation, including regular Security Posture Assessments to identify and mitigate potential vulnerabilities. Regularly brief MITI personnel on ICT security matters, using various 		
		Documented cases of cyber threats	0

	<p>channels such as emails and notifications, to maintain awareness and compliance.</p> <ul style="list-style-type: none">• Ensure strict adherence to organisational and national cybersecurity and data privacy policies, safeguarding information at all levels.	
--	---	--

Assurance Report



Independent Limited Assurance Report on Subject Matter Information in Ministry of Investment, Trade, and Industry's Sustainability Report 2023

Introduction

We, ESGright Sdn Bhd (formerly known as The Academy of ESG and Sustainability Sdn Bhd) (ESGright), were engaged by the Ministry of Investment, Trade, and Industry (MITI) to provide limited assurance on selected common sustainability matters (Subject Matter Information) as reported by MITI in its Sustainability Report for the year ended 31 December 2023 (Sustainability Report).

Limited Assurance Conclusion

Based on the procedures we performed and the evidence we obtained as described below, nothing has come to our attention that causes us to believe that the Subject Matters (SMs) identified below and included in the Sustainability Report 2023 have not been prepared, in all material respects, in accordance with the Reporting Criteria. This conclusion should be read in the context of the remainder of this report.

Scope of Our Work

Our work was limited to providing assurance over selected common sustainability matters reported in MITI's Sustainability Report. The Subject Matter Information should be read and understood together with the Reporting Criteria, which MITI is solely responsible for selecting and applying.

Subject Matters (SMs)	Measurement Unit	Subject Matter Information
GHG Emissions	kgCO ₂ e	Pages 50 - 54 of Sustainability Report
Energy Consumption	kWh	Pages 51 - 53 of Sustainability Report

Subject Matters (SMs)	Measurement Unit	Subject Matter Information
Water Consumption	m ³	Page 54 of Sustainability Report
Occupational Health and Safety	Not applicable	Pages 67 - 72 of Sustainability Report
Anti-corruption	Not applicable	Pages 76 - 77 of Sustainability Report

Our assurance is specific to the Subject Matter Information for the year ended 31 December 2023. We have not performed procedures on earlier periods or any other information in the Sustainability Report and do not express any conclusions thereon.

Reporting Criteria

The Subject Matter Information should be read and understood in conjunction with the Reporting Criteria, which MITI is solely responsible for selecting and applying. The reporting criteria adopted are based on MITI's internal sustainability reporting guidelines, including their definitions and calculation methodologies as disclosed within the Sustainability Report.

The Subject Matters were assessed according to Sustainability Reporting Standards of the Global Reporting Initiative "GRI Standards 2021.

Responsibilities of the Secretary General and Senior Management

The Secretary General and Senior Management of MITI are responsible for:

- Determining appropriate sustainability matters and selecting suitable Reporting Criteria for measuring the underlying Subject Matters;
- Designing, implementing, and maintaining internal controls relevant to the preparation and presentation of Subject Matter Information free from material misstatement, whether due to fraud or error;
- Selecting and/or establishing suitable Reporting Criteria;
- Measuring, evaluating, and presenting the Subject Matter Information in accordance with the Reporting Criteria; and
- Preparing the Sustainability Report and the Reporting Criteria.

Our Responsibilities

We are responsible for:

- Planning and performing the engagement to obtain limited assurance on whether the Subject Matter Information has been prepared in accordance with the Reporting Criteria;
- Forming an independent limited assurance conclusion based on the work performed and evidence obtained; and
- Reporting our limited assurance conclusion to MITI.

Our Quality Management and Independence

Our firm operates under a quality management system designed to ensure compliance with ethical, professional, legal, and regulatory standards. We confirm that we have maintained our independence throughout the engagement and possess the necessary competencies and experience to conduct this assurance engagement in accordance with professional principles of integrity, objectivity, confidentiality, and due care.

Assurance Standards and Level of Assurance

We conducted a limited assurance engagement in accordance with the International Standard on Assurance Engagements (ISAE) 3000 (Revised), "Assurance Engagements other than Audits or Reviews of Historical Financial Information." This standard requires that we plan and perform the engagement to obtain limited assurance about whether the Subject Matter Information is free from material misstatement.

A limited assurance engagement involves procedures that are less extensive than those for a reasonable assurance engagement, and consequently, the level of assurance obtained is lower. Accordingly, we do not express a reasonable assurance opinion.

Work Performed

Considering the engagement's nature, our work included, but was not restricted to:

- Assessing the suitability of the Reporting Criteria as the basis of preparation for the Subject Matter Information;
- Conducting interviews with MITI's management and relevant staff responsible for collating and preparing the sustainability report;
- Assessing the risk of material misstatement of the Subject Matter Information due to fraud or error and responding to the risk as appropriate;
- Examining selected documents and conducting interviews to understand the processes, systems, and controls for preparing and reporting the Subject Matter Information;
- Performing analytical procedures to check data consistency and trends.
- Conducting limited substantive testing by agreeing a selection of the Subject Matter Information to corresponding supporting documentation;
- Evaluating carbon conversion factors, unit conversions, and other calculations used by MITI;
- Assessing MITI's organisational boundary for reporting; and
- Evaluating the overall presentation of the Subject Matter Information.

During the verification process, we raised issues and sought clarifications from MITI's management regarding the accuracy of certain information. As a result, MITI reviewed and revised the Sustainability Report. We confirm that the final version satisfactorily addressed all issues raised.

Inherent Limitations

Non-financial information, such as the Subject Matter Information, is subject to inherent limitations due to varying acceptable evaluation and measurement techniques, which may affect comparability over time. Additionally, internal controls may not fully eliminate the risk of error or irregularities. Our procedures were conducted on a test basis and were not designed to detect all control weaknesses.

The scope of work did not extend to other information in the Sustainability Report or physical inspections of MITI's assets or third-party data verification.

Intended Use of This Report

This limited assurance report, including our conclusion, has been prepared solely for the Secretary General and Senior Management of MITI in accordance with the terms of the engagement letter. It is not intended for any other use or party. We do not assume responsibility or liability to any party other than MITI for our work, this report, or the conclusions reached.

This report is intended solely for the information and use of the Ministry of Investment, Trade and Industry and is not intended for use by other parties.

ESGright Sdn Bhd

V. Prathab
Principal Consultant

Kuala Lumpur

Date: