

GENETEC TECHNOLOGY BERHAD

Registration No. 199701030038 (445537-W)

Roles and Responsibilities of Executive Directors

The role of the Executive Director(s) is/are:-

- i. To design, develop and implement the strategic plan for Genetec Technology Berhad (“GT”) and Group in a cost-effective and time-efficient manner;
- ii. Responsible for the day-to-day operation of GT including managing committees, staff and developing a business plan;
- iii. To manage and monitor the GT and Group’s business and ensuring the effective allocation of resources; and
- iv. To be informed of everything that goes on in GT and Group, which includes staff, budget, company assets, and all other company resources, to help make the best of them and raise the GT and Group profitability and profile.

The Executive Director(s) shall assume the following responsibilities in GT:-

- a) *Strategic Planning and Management*
 - Assure that the company has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress
 - Provide leadership in developing organisational and financial plans and carry out plans and policies authorised by the Board
 - Maintain a working knowledge of significant developments and trends in the field
- b) *Operational Planning and Management*
 - Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the company
 - Oversee the efficient and effective day-to-day operation of the company
 - Ensure that the operation of the company meets the expectation of the Board and stakeholders
- c) *Human Resources Planning and Management*
 - Determining staffing requirements for the company
 - Overseas the implementation of the human resources policies, procedures and practices
 - Maintain a climate that attracts, keeps and motivates a diverse staff of top-quality people with appropriate provision for management team succession, is in place
- d) *Financial Planning and Management*
 - Be responsible for developing and maintaining a sound financial position
 - Administer the funds of the company according to the approved budget and monitor the monthly cash flow of the company
- e) *Risk Management*
 - Managing the company’s risk profile, including the health and safety performance of the business, in line with the extent and categories of risk identified as acceptable by the Board
 - Ensuring appropriate internal controls are in place

Roles and Responsibilities of Executive Directors

The Executive Director(s) shall assume the following responsibilities in GT Group:-

- (a) **Business Strategy and Management**
 - The successful achievement of objectives and execution of strategy following presentation to, and approval by, the Board
 - Recommending to the Board an annual budget and yearly strategic plan and; ensuring their achievement following Board approval
 - Optimising as far as is reasonably possible the use and adequacy of the Group's resources
- (b) **Investment and Financing**
 - Examining all trade investments and major capital expenditure proposed by subsidiary companies or trading divisions and the recommendation to the Board of those, which, in a group context, are material either by nature or cost
 - Approving major proposals
- (c) **Communication**
 - Providing a means for timely and accurate disclosure of information
 - Providing effective communication with shareholders and stakeholders