



**MINISTRY OF INTERNATIONAL  
TRADE, INDUSTRY &  
INVESTMENT SARAWAK  
(MINTRED)**

**Environmental, Social &  
Governance (ESG)**

**Disclosure  
2023**





**Ministry of International Trade, Industry & Investment Sarawak**  
**Environmental, Social & Governance (ESG) Disclosure 2023**



### SEDG DISCLOSURE TABLE

This data report represents our Ministry's disclosures as guided by the Simplified ESG Disclosure Guide (SEDG). It contains Information that is true to the best of our knowledge at the time of publication.

### GENERAL INFORMATION

|                      |  |
|----------------------|--|
| Name of Organization | Ministry of International Trade, Industry & Investment Sarawak |
| Date of Disclosure   | 19 March 2024  |
| Disclosure Period    | 1 Year   |
| Location of Ministry | Bangunan Wisma Sumber Alam                                     |
| Entities Included    | Nil  |
| Location Included    | Level 2, 12,13 & 14  |



| <b>3 Pillars</b>  |  |   |
|---|--|---|
|  |  |  |
| <b>ENVIRONMENTAL</b>  | <b>SOCIAL</b>  | <b>GOVERNANCE</b>   |
| <b>8 Topics</b>   |  |   |
| Energy  | Employee Management  | Governance Structure  |
| Water   | Diversity, Equity & Inclusivity  | Policy Commitments  |
| Waste   | Occupational Health & Safety   | Risk Management & Reporting   |
|   | Community Engagement   | Anti- Corruption  |



COMMITMENT STATEMENT BY PERMANENT SECRETARY

The Ministry of International Trade, Industry, and Investment Sarawak (MINTRED) is committed to provide effective facilitation, coordination and support to industries and business communities. This is in line with the vision of Post Covid Development Strategy (PCDS) 2030 for Sarawak to be a developed and high-income region by 2030 with economic prosperity, social inclusivity and environmental sustainability as the development pillars.

Environment, social and governance (ESG) components are integral parts of PCDS 2030. The objective of adopting ESG by MINTRED is to enhance our structure for sustainable and ethical decision making. This will strengthen our stakeholders' confidence and trust in us.



Encik Dzulkornain bin Masron

To demonstrate our efforts to reduce carbon footprint, obligation towards social inclusivity and good governance, the Ministry will implement ESG disclosure starting this year in the following areas:

| Environment  | Social  | Governance  |
|--|---|---|
| <ul style="list-style-type: none"><li>• Energy</li><li>• Water</li><li>• Waste</li></ul> | <ul style="list-style-type: none"><li>• Employee Management</li><li>• Diversity, Equity &amp; Inclusivity</li><li>• Occupational Health &amp; Safety</li><li>• Community Engagement</li></ul> | <ul style="list-style-type: none"><li>• Governance Structure</li><li>• Policy Commitments</li><li>• Risk Management &amp; reporting</li><li>• Anti-Corruption</li></ul> |

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**Dzulkornain bin Masron**

Permanent Secretary  
Ministry of International Trade, Industry & Investment (MINTRED)  
Sarawak



**Ministry of International Trade, Industry & Investment Sarawak**  
**Environmental, Social & Governance (ESG) Disclosure 2023**



| Level of Sustainability Maturity | Basic | Intermediate | Advance |
|----------------------------------|-------|--------------|---------|
|----------------------------------|-------|--------------|---------|

| <b>ENVIRONMENTAL DISCLOSURE 2023</b> |                                 |   |
|--------------------------------------|---------------------------------|---|
| <b>ENERGY</b>                        | Energy Consumption              | Electricity amount year 2023: RM 11,720.09<br>Electricity amount year 2022: RM 42,541.54  |
|                                      | Energy Consumption Reduction    | Electricity reduction by year: 72.45%   |
|                                      | Energy Consumption Awareness    | "Switch of the light During Lunch Hour" Campaign  |
| <b>WATER</b>                         | Water Consumption               | Water Consumption per year 2023: RM 329.29<br>Water Consumption per year 2022 :RM 2,722.93  |
|                                      | Water Consumption Reduction     | Water consumption reduction per year: 88%   |
| <b>WASTE</b>                         | Number of Recycling Activities  | 3 activities <ul style="list-style-type: none"> <li>✓ Selling of newspaper &amp; shredded papers: At least 3 times per year</li> <li>✓ EKSA Go Green Campaign: Ongoing- Recycle bin are displayed to encourage employee's involvement in recycling activities</li> </ul>                                      |
|                                      | Number of Paperless Initiatives | 4 Initiatives <ul style="list-style-type: none"> <li>✓ Development of Licensing Application System- eICC System to reduce usage of paper &amp; printing.</li> <li>✓ Development of meeting room booking system</li> <li>✓ Online Customer Survey Form</li> <li>✓ Encouraging Double Sided printing</li> </ul> |



|                                  |       |              |         |
|----------------------------------|-------|--------------|---------|
| Level of Sustainability Maturity | Basic | Intermediate | Advance |
|----------------------------------|-------|--------------|---------|

### SOCIAL DISCLOSURE 2023

|                            |   |   |
|----------------------------|---|---|
| <b>EMPLOYEE MANAGEMENT</b> | Number of employees   | 81 employees  |
|                            | List of Training and Development – To enhance employees’ knowledge & skills   | Internal Training <ul style="list-style-type: none"> <li>• Integrity talk</li> <li>• Briefing on Latest Circular by Human Resource development &amp; Management Unit</li> <li>• Mentor &amp; Mentee Program</li> </ul>  |
|                            |   | External Training (Training offered by Leadership Institute) <ul style="list-style-type: none"> <li>• Training on Microsoft Product Usage – eg Powerpoint, Word &amp; Excel</li> <li>• Briefing/ Talk on Post Covid Development Sarawak</li> <li>• Writing skills Course</li> </ul> |
|                            | Percentage of employees achieve targeted training hours                       | 85.19% (Reported Quarterly via Scorecard)   |
|                            | Percentage of management & professional grade achieve targeted training hours | 96.55%  |
|                            | Percentage of support staff achieve targeted training hours                   | 100%  |



**SOCIAL DISCLOSURE 2023**

|                            |   |  |
|----------------------------|---|--|
| <b>EMPLOYEE MANAGEMENT</b> | Number of hours spend on training by management & professional grade (Per year) | 2238 hour  |
|                            | Number of hours spend on training by Support Staff (Per year)                   | 3242 hours   |
|                            | Internal Culture Rating   | 88.10%   |
|                            | Employees Welfare (Gift & Donation via Sport & Recreational Club)               | Charitable Donation<br>i. Death of Employee (Club Member): RM500<br>ii. Death of Closest Family Member (Spouse/Parents/Child): RM 200<br>iii. Hospitalized employees: RM 200 |
|                            | Employees Welfare (Gift & Donation via Sport & Recreational Club)               | Gift for Employee's newborn baby:<br>1 <sup>st</sup> Born – RM 200<br>2 <sup>nd</sup> – 4 <sup>th</sup> Born – RM 100  |
|                            |   | Wedding Gift: RM 300 (one-off)   |
|                            |   | Employees' Child Excellent Award:<br>1 A- RM 50  |
|                            | Excellence Service Award  | Anugerah Perkhidmatan Cemerlang  |
|                            |   | Appreciation Dinner (Yearly)   |
|                            |   | Quarterly Birthday Celebration (Majlis Perubahan Budaya)   |
|                            | Conducive Workplace   | The implementation of Ekosistem Kondusif Sektor Awam (EKSA)  |
|                            | Sport Recreational Activity   | 3 (Bowling, Netball & Badminton)   |
| Retreat Program            | Annually for management group   |  |



**SOCIAL DISCLOSURE 2023**

|  |  |  |
|--|--|--|
|  |  | 2023- Mulu Marriot Resort & National Park  |
| <b>DIVERSITY, EQUITY &amp; INCLUSION</b> | Percentage of employees by gender (Support Staff)                | Male: 44.23% (23)<br>Female: 55.77% (29)   |
|  | Percentage of (Higher Management & Professional Group) by Gender | Male: 34.48% (10)<br>Female: 65.51% (19)   |
|  | Innovation & Creativity Programs                                 | Participation in Innovative & Creative Circle (ICC) which involve all grades of employees  |
|  | Social Enhancing   | Yearly Team Building   |
|  | Workforce & Gender Equality                                      | Hiring women for technical post<br>✓ 2 Engineers<br>✓ 2 Assistant Engineers  |
| <b>OCCUPATIONAL, HEALTH &amp; SAFETY</b> | Number of Fatalities at Workplace                                | 0  |
|  | Number of Injuries at Workplace                                  | 0  |
|  | Number of employees trained in security standard                 | 14 Staffs<br>Security Briefing by Chief Government Security Officer on 8-10 <sup>th</sup> November 2023  |
|  | Workforce Security Committee                                     | Yes. Jawatankuasa Keselamatan Kementerian which encompasses on various security aspect as followa:<br>i. Document Security<br>ii. ICT Security<br>iii. Physical Security |
|  | Risk Management  | i. Quarantine Policy & Procedure   |





### SOCIAL DISCLOSURE 2023

|                             |  |   |
|-----------------------------|--|---|
| <b>COMMUNITY ENGAGEMENT</b> |  | <ul style="list-style-type: none"><li>ii. Distribution of mask &amp; Covid test Kit (2020-2022)</li><li>iii. Scheduled Office Sanitization</li><li>iv. Hand sanitizer provided at the counter &amp; discussion area</li></ul> |
|                             | Health & Safety equipment/facilities             | <ul style="list-style-type: none"><li>i. First Aid Kit</li><li>ii. Fire Extinguisher</li></ul>  |
|                             | Corporate Social Responsibility (CSR) activities | i. Pengagihan Bubur Lambuk kepada komuniti Petra Jaya sempena Bulan Berpuasa – 6 April 2023   |
|                             |  | ii. Program Derma Pakaian & Barang Terpakai melalui Pejabat Hikmah 5 November 2023  |
|                             |  | iii. Capacity Building Program <ul style="list-style-type: none"><li>✓ Providing Business Courses at Rural Area</li><li>✓ Outreach Program – Digital Awareness among rural communities</li></ul>                              |



| Level of Sustainability Maturity | Basic | Intermediate | Advance |
|----------------------------------|-------|--------------|---------|
|----------------------------------|-------|--------------|---------|

| <b>GOVERNANCE DISCLOSURE 2023</b>      |   |   |
|--|---|---|
| <b>GOVERNANCE STRUCTURE</b>            | Number of Top Management                                | 1 Permanent Secretary & 1 Deputy Permanent secretary)   |
|  | Number of Head Division                                 | 4 Head Divisions  |
|  | Number of Head Section                                  | 11 Head Sections  |
|  | Integrity Section (UI) structure                        | 1 officers  |
|  | Number of workforces in Integrity Section               | 2 officers  |
| <b>POLICY COMMITMENT</b>               | Organizational Anti-Corruption Plan (OACP)              | MINTRED's OACP 2021-2025  |
|  | Number of OACP initiatives                              | 39 Initiatives  |
|  | Percentage of OACP Achievement                          | 90%   |
|  | ICT Policy  | Implementing Dasar Keselamatan ICT Sarawak (DKICT)  |
| <b>RISK MANAGEMENT &amp; REPORTING</b> | Risk Management Policy Reporting Frequency              | <ul style="list-style-type: none"> <li>i. MINTRED's OACP Quarterly Reporting</li> <li>ii. Security Protection Manual</li> </ul>   |
| <b>ANTI-CORRUPTION</b>                 | Number of Complaints of Integrity non-compliance        | 0   |
|  | Number of Complaints on Corruption                      | 0   |
|  | Number of Integrity & Anti-Corruption Awareness Program | 11 Integrity Programs have been conducted. Such as the following: <ul style="list-style-type: none"> <li>i. Program Ceramah Integriti dan Bacaan Ikrar Bebas Rasuah</li> <li>ii. Ceramah Berkaitan Garis Panduan Pengurusan Hadiah dalam Kalangan Penjawat Awam Negeri Sarawak</li> <li>iii. Ceramah Kesedaran Mengenai Gangguan Seksual di Tempat Kerja</li> </ul> |
| <b>ANTI-CORRUPTION</b>                 | Number of Certified Integrity Officer (CeIO)            | 2 Officers  |