



**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



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



3 Pillars		
		
ENVIRONMENTAL	SOCIAL	GOVERNANCE
8 Topics		
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
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ENVIRONMENTAL DISCLOSURE 2023		
ENERGY	Energy Consumption	Electricity amount year 2023: RM 11,720.09 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
WATER	Water Consumption	Water Consumption per year 2023: RM 329.29 Water Consumption per year 2022 :RM 2,722.93
	Water Consumption Reduction	Water consumption reduction per year: 88%
WASTE	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>



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Level of Sustainability Maturity	Basic	Intermediate	Advance
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SOCIAL DISCLOSURE 2023		
EMPLOYEE MANAGEMENT	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 i. Death of Employee (Club Member): RM500 ii. Death of Closest Family Member (Spouse/Parents/Child): RM 200 iii. Hospitalized employees: RM 200
	Employees Welfare (Gift & Donation via Sport & Recreational Club)	Gift for Employee's newborn baby: 1 <sup>st</sup> Born – RM 200 2 <sup>nd</sup> – 4 <sup>th</sup> Born – RM 100
		Wedding Gift: RM 300 (one-off)
		Employees' Child Excellent Award: 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) Female: 55.77% (29)
	Percentage of (Higher Management & Professional Group) by Gender	Male: 34.48% (10) 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 ✓ 2 Engineers ✓ 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 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: i. Document Security ii. ICT Security iii. Physical Security
	Risk Management	i. Quarantine Policy & Procedure





## SOCIAL DISCLOSURE 2023

COMMUNITY ENGAGEMENT		<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
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GOVERNANCE DISCLOSURE 2023		
<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	i. MINTRED's OACP Quarterly Reporting ii. Security Protection Manual
<b>ANTI-CORRUPTION</b>	Number of Complaints of Integrity incompliance	0
	Number of Complaints on Corruption	0
	Number of Integrity & Anti-Corruption Awareness Program	11 Integrity Programs have been conducted. Such as the following: i. Program Ceramah Integriti dan Bacaan Ikrar Bebas Rasuah ii. Ceramah Berkaitan Garis Panduan Pengurusan Hadiah dalam Kalangan Penjawat Awam Negeri Sarawak iii. Ceramah Kesedaran Mengenai Gangguan Seksual di Tempat Kerja
<b>ANTI-CORRUPTION</b>	Number of Certified Integrity Officer (CeIO)	2 Officers