

COMPUGATES®

COMPUGATES HOLDINGS BERHAD

SUCCESSION PLAN

Adopted on 27 November 2017

The Board of Directors of Compugates Holdings Berhad ("CHB") recognizes that this is a plan for contingencies due to the unplanned absence of the Chief Executive Officer. If the organization is faced with the unlikely event of an untimely vacancy, CHB has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board of CHB has reviewed the job description of the Chief Executive Officer. The Board has a clear understanding of the Chief Executive Officer's role in organizational leadership, program development, program administration, operations, Board of Directors relationships, financial operations, resource development and community presence.

Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term & Long-Term

In the event of an unplanned absence of the Chief Executive Officer, the Executive Director (or other highest ranking staff member) is to immediately inform the Board Chair of the absence. As soon as it is feasible, the Chair should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Committee deems appropriate.

At the time that this plan was approved, the position of Acting Chief Executive Officer would be:

Name: Madam See Thoo Chan
Title: Executive Director

Should the standing appointee to the position of Acting Chief Executive Officer be unable to serve, the first and second back-up appointees for the position of Acting Chief Executive Officer will be:

1st Back up

Name: Mr Keane Goh Yan Han
Title: Group General Manager

If this Acting Chief Executive Officer is new to his/her position and fairly inexperienced with this organization (less than 12 months), the Board of Directors may decide to appoint one of the back-up appointees to the acting executive position. The Board of Directors may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Chief Executive Officer

The person appointed as Acting Chief Executive Officer shall have the full authority for decision-making and independent action as the regular Chief Executive Officer.

The Acting Chief Executive Officer may be offered: -

- A temporary salary increase to the entry-level salary of the Chief Executive Officer position.

Board Oversight

The Board of Directors shall be responsible for monitoring the work of the Acting Chief Executive Officer and will be sensitive to the special support needs of the Acting Chief Executive Officer in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Chief Executive Officer, the Board Chair (or highest ranking Board member) will notify staff members, members of the Board of Directors and key volunteers of the delegation of authority.

As soon as possible after the Acting Chief Executive Officer has begun covering the unplanned absence, Board members and the Acting Chief Executive Officer shall communicate the temporary/ permanent leadership structure to the following key external supporters of CHB.

Completion of Short-Term Emergency Succession Period

The decision about when the absent Chief Executive Officer returns to lead CHB should be determined by the Chief Executive Officer and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working their way back up to a full-time commitment.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Chief Executive Officer returns to lead CHB should be determined by the Executive Director and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working the way up to a full-time commitment.

Succession Plan in Event of a Permanent Change in Chief Executive Officer

A permanent change is one in which it is firmly determined that the Chief Executive Officer will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence.