

Succession Planning Policy

1. SUCCESSION PLANNING POLICY

Richtech Digital Berhad (“Company”) and its subsidiaries (“the Group”) shall endeavour to identify all risks associated with succession planning, analyse them in sufficient detail and adopt a Succession Planning Framework to manage such risks effectively to acceptable levels.

2. KEY OBJECTIVES OF THE SUCCESSION PLANNING

The Group shall establish and implement an effective Succession Planning framework to achieve the following objectives:-

- **Smooth transitions.** Having someone identified and ready to step into an important vacancy when the need arises.
- **The ‘right’ developmental assignments.** Have a process which includes job assignments that properly prepare candidates for their new positions.
- **Meaningful appraisals and feedback.** Objective assessments in order for management to specify what’s required for a successful promotion.
- **Appropriate selection criteria.** Development of competencies for each job, giving everyone involved a clear picture of the skills, values, behaviour and attitudes required to succeed.
- **A range of good choices.** Having more than one good person available for a key job.

3. DEVELOPMENT OF A SUCCESSION PLANNING FRAMEWORK

The development of a Succession Planning Framework will be carried out over a period of time as it needs to be tailored for the specific needs of the Group. It will be carried out by a special task force/team filled by key representatives from the Group Human Resources Department and also all the Business Unit Heads.

It is envisaged that the Framework will be developed over a number of phases, which are as follows:-

- Phase 1 Align Organisation Priorities**
Alignment of the Succession Plans with Company Priorities Core Competencies
- Phase 2 Identify People/Position**
Identify succession pools based on company goals & carry out assessment of employee talent
- Phase 3 Develop Talent for New Roles**
Identify suitable candidates, carry out Gap analysis and set up talent development plans
- Phase 4 Track Succession Results**
Set qualitative and quantitative measures to track performance of candidates

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