

## **Personal Hygiene Policy**

Wilmar International ("Wilmar") is committed to maintaining high levels of personal hygiene in its global operations.

Requirements for personal hygiene relevant to each operation shall be established, documented and communicated to all personnel, including contractors and visitors to high hygiene areas where open products or ingredients are present. This shall include the following minimum hygiene requirements:

- Uniforms shall be designed to minimise cross-contamination during operations, (such as no pockets above the waist, no buttons, no short sleeves, no short pants and no open toe shoes);
- All personnel, contractors and visitors are required to wear hygienic personal protection equipment to prevent cross-contamination of products (such as hairnets, beard nets, gloves, shoe covers, cover-all, etc. as deemed necessary);
- Jewellery (rings, watches, necklaces, earrings, bracelets, etc.) and other unnecessary loose objects (false finger nails, false eye lashes, cell-phones, pen, pencil, coins, etc.) shall not be worn or taken into high hygiene areas. Exceptions are plain wedding bands and non-removable medical wristbands;
- Smoking, chewing, eating, drinking or spitting is not permitted in any food processing or food handling areas; only water is allowed at designated water drinking stations;
- Personnel with exposed cuts, sores or lesions shall not be involved in operations where products are exposed. These include handling primary and secondary packaging materials. Minor cuts or abrasions on exposed parts of the body shall be properly covered with a coloured bandage containing a metal strip or a suitable waterproof and coloured dressing to avoid product contamination;
- All personnel must maintain clean hands to minimise contamination during direct / indirect product handling. All personnel must wash their hands before starting work, during work if cleanliness is suspected to be compromised and when returning to the high hygiene area;
- Personnel suffering from infectious diseases and/or are known to be carriers of any infectious disease shall not engage in product handling or processing operations;
- All personnel are required to practice a high level of good personal hygiene at all times;
- Each entity is responsible for providing adequate facilities to maintain an acceptable level of employee personal hygiene as demanded by its operations. These facilities should be located as close as possible to the high hygiene areas where products are exposed; and
- Each entity is responsible for ensuring all relevant personnel are trained, and to enforce compliance of the Personal Hygiene Policy throughout its operations.

## Wilmar International Limited

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Compliance with the requirements shall be monitored and enforced by each operational entity. If there are any discrepancies between the Group Policy and country regulations, the more conservative / stringent policy / regulation will be followed.

A handwritten signature in black ink, appearing to read 'Kuok Khoon Hong', is written over a faint rectangular box.

Kuok Khoon Hong  
Chairman and Chief Executive Officer  
Wilmar International