<u>Message from our MD, Mr</u> <u>HS Teh :</u>

Penfabric Special Safety Activities for 6 months.

Dear Penfabricans,

Safety at work is the hallmark of an excellent company. Lately Penfabric has been besieged by a serious of accidents and near misses. When we lose focus on safety and security in our company, we become negligent to many small but essential details which are important for the daily functioning of the company. In view of our lackluster overall performance in safety and thus company general performance. I hereby instruct each and everyone in Penfabric to perform **Special Safety Activities for 6 months** starting with immediate effect as below: 1. Stage 1: Feb 13 to April 12 : Follow All Basic Rules in Safety. No Short Cut. 2. Stage 2 : April 13 to June 12: Genba: Be at the place of work or incident. Grasping actual operation. Action at the happening place. Not just words. 3. Stage 3: June 13 to August 12: Theme at the requirement of each department or mill: e.g Practice 3 S at all times. Safety Awareness at work. Do finger pointing at each task! Traffic: Drive safely to ensure safe arrival.

Be focus at what we do. Consciousness at work at all times.

We need to be very serious in our safety consciousness to ensure safety all the time. Safety is the foundation of our work. Without safety, we will not be able to fulfill our obligations at work in terms of : QUALITY. PUNCTUAL DELIVERY. PRODUCTIVITY & EFFICIENCY.

I urge all Penfabricans to be safe and stay safe by practising our clarion call: Prevent Accidents. I do Anzan Kodoh with commitment. OK!

With utmost care and full commitment, I am sure Penfabric will be an excellent company with ZERO accident. Thank you.

With kind regards, HSTeh.