



Environment, Social, Governance

Employee Handbook



This handbook serves as a guide for all Tru-Marine employees to meet the Group's sustainability standards.


Our ESG objectives are developed to guide our efforts in building sustainable capabilities and to ensure that ESG considerations are integrated into all of our business decisions and every operational level.

Please use this guide in implementing and reinforcing ESG recommendations and practices in the day-to-day operations and planning.



Our Vision

To be ESG driven,
in synergistic
collaboration with our
employees, customers,
makers, suppliers, and all
key stakeholders for the
benefit of all





Our Mission

To be carbon-neutral by
2030 and carbon-zero by
2050, or sooner

Tru-Marine is committed to reduce the carbon emissions of our operations and that of our customers and supply chain, while supporting sustainable energy generation.



We promote a diverse workplace and equal opportunities for all employees. We care about our people, their development and how we conduct ourselves ethically as a business. Doing things the right way is wired into our values and we adhere to high standards of integrity, governance and regulatory compliance.

A close-up photograph of water with numerous ripples and small droplets, creating a textured, circular pattern across the frame. The colors range from light green to dark teal.

1. Environment

1.1 Greenhouse Gas Emissions (GHG)

- Implement carbon reduction through component life cycle extension, remanufacturing and circular economy using:
 - Cartridge-on-Exchange Programme
 - TruCare Predictive Maintenance-as-a-Service
- Incorporate turbocharger Life Cycle Assessment (LCA) for measuring of environmental footprint
- Implement GHG measurement for scope 1, 2 and 3 emissions
 - Scope 1:
Direct emissions from our own usage and operations (that can include diesel/petrol used for our own vehicles and liquid fuels used for HVOF)
 - Scope 2:
Indirect emissions from the generation of purchased energy (electricity from the power grid)
 - Scope 3:
Indirect emissions from the value chain and suppliers (that include, but are not limited to, employee road transportation, air transportation and waste disposal)

1.2 Water Consumption

- Reduce water consumption through ways such as:
 - Water saving faucets with good water efficiency ratings and performance bands
 - Water saving faucets with motion sensors
 - Rainwater harvesting
 - Sustainable use of onsite laundry (industrial grade) and/or shower facilities

1.3 Energy Consumption

- Use of energy efficient light bulbs
 - Compact Fluorescent Lightbulbs (CFLs) or Light Emitting Diodes (LEDs)
- Control air-conditioning temperature
 - Air-conditioner settings should meet the guidelines of 23°C to 25°C
- Install motion light sensors where applicable
- Implement power management settings (energy saver mode) on your computers, printers and copiers

1.4 Carbon Footprint

- Help our customers reduce their carbon footprint with the installation of TruCare
- Use of solar panels as a renewable energy source for our buildings
- Use of electric vehicles, car pools, and public transport
- Use of sustainable technology that considers natural resources

1.5 Packaging and Waste

- Reduce waste generally across all business functions
 - New items packing
 - Plastic usage
- Recycle waste materials in metal, wood and plastics into usable products where possible
- Reuse packing or shipping materials
 - Shred unwanted paper for packing purposes, including the use of materials from sustainable sources

2. Social



2.1 Employee Human Rights

- Provide a safe work environment through periodic inspections
- Ensure fair and equitable labour employment terms, as prescribed by each operating countries' ministry of labour

2.2 Workplace Diversity Equity and Inclusion

- A diverse and inclusive working environment at every stage of the value chain is important for employee satisfaction and productivity
- Provide equal opportunity to all individuals without discrimination on race, religion, colour, gender, national origin or age, and with emphasis on performance

2.3 Investment in Communities

- Support sponsorships and donations to local communities and cause-worthy events
- Advocate environmental stewardship in:
 - Reducing carbon emission
 - Reducing waste materials

2.4 Data Privacy

- Implement policies such as Personal Data Protection Act (PDPA) and General Data Protection Regulation (GDPR) which apply to both internal and external stakeholders
- Enforce restriction of access of personal data to only authorized persons

2.5 Access to Career Development

- Promote employee training and development
- Identify and encourage unique skills

2.6 Employees Health and Wellness

- Conduct regular initiatives such as:
 - Wellness talks
 - Health checks
 - Monthly fruit day
 - Monthly wellness exercises





3. Governance

3.1 Corporate Governance

- Evaluate our systems and processes to ensure that the Group is managed in the best interests of its shareholders

3.2 Code of Business Conduct

- Ensure that business ethics, code of conduct and compliance practices are designed to prevent bribery and corruption

3.3 Fair Wage

- Ensure fair remuneration to all employees, whether permanent or contractual

3.4 Justifiable Incentives

- Encourage good performance through incentives such as:
 - Performance bonuses
 - Customer compliment tokens of appreciation
 - Continuous improvement project tokens

3.5 Transparency in Policies

- Shareholders, customers and stakeholders are to be open and honest in all business actions
- Our General Terms & Conditions, as updated on our website from time-to-time, serve as a legally binding contract between the company and the customer