Emersive Sdn Bhd (200201029808(597471-A))
(Formerly known as Sokachem Sdn Bhd)
No. 27, Jalan Teknologi 3/3A, Taman Sains Selangor 1, Kota Damansara, PJU 5, 47810 Petaling Jaya, Selangor .
Tel: 03-6150 6022 Fax: 03-6150 6522

1 August 2023

To: Chan Wei Thong (Kevin), Production Manager
653, Jalan 1B/5,
Bandar Baru Sungai Buloh,
47000 Sungai Buloh, Selangor.

RE: **Assignment as Environmental Officer**

Dear Kevin,

As per our discussion on 26 June 2023, you are assigned as **Environmental Officer** effective **1 August 2023**. Apart from the current responsibilities documented in the job description, you are required to undertake the responsibilities that include:

a) Identify significant environmental aspects with workers and contractors
b) Monitor the activities of environmental aspects.
c) Conduct investigations on environmental accidents, incidents and near misses.
d) Conduct inspections and audits as required by the environmental program.
e) Inspect the workplace to identify potential significant environmental impacts and report the findings with recommendations for correction to the management.
f) Handling scheduled waste storage and arranging for collection.
g) Perform an annual review of the SEDEX SMETA 4 PILLARS management system to make sure it is effective and achieving the company objectives, and to make any required adjustments.
h) Liaisons with customers, suppliers, contractors, government bodies and local authorities on all environmental matters.

Please contact the undersigned if you have any questions.

I wish you success in your new assignment.

Sincerely,

Head of Human Resource
CC: Human Resource
Department Personnel File