



MMU Sustainability Policies



Objective



The MMU Sustainability Policies comprise several policies that reflect the Environmental, Social, and Governance (ESG) components. These policies encompass areas such as Energy, Water, Waste, and Campus Operations i.e. procurement, the use of green materials, and the treatment of staff and student. These policies serve as a guideline for all staff, students, vendors, and campus visitors to ensure the implementation of sustainable practices within the university campus and beyond. They promote environmental stewardship, enhance resource efficiency, and support sustainable campus development. The policies will be reviewed periodically to ensure their relevance and effectiveness, and to align and comply to all relevant environmental laws, regulations, and the parent company's standards.

Sustainable Development Committee

The Sustainable Development Committee is established to steer the development of sustainability policies and initiatives that will enable MMU to attain holistic and comprehensive sustainability development for the entire university that will encompass the elements of environment, social and governance in line with the Sustainable Development Goals. The SDC will play a significant role in the development and advancement of MMU's Sustainability Roadmap and Blueprint.

Membership:

The Sustainable Development Committee is led by a leader in the University's Management Committee and the members comprise representatives from a diverse range of university stakeholders, including but not limited to:

- Faculty members from various disciplines
- Administrative staff with expertise in sustainability, planning, and operations
- Student representatives from different faculties or student organizations
- Representatives from relevant community and industry partners, as appropriate

Note: Staff, Students, Alumni, Industry Partners, Local Communities and any other stakeholders may be invited to the Committee's Meeting for a specific topic of discussion as deemed appropriate by the Chairperson.

MMU Sustainability Policies

Table of Content:



Climate Action Policy



1.1 Policy on Energy Efficiency



1.2 Policy on Quality Water Management



1.3 Policy on Usage of Eco-Friendly Biodegradable Container



1.4 Policy on Waste Management



Policy on Diversity, Equity & Inclusion (DEI)



Policy on Compliance to all the relevant Malaysian Employment related Laws and Regulations



Policy on Sustainable Procurement and Purchasing



Policy on Accommodation for People with Special Needs

MMU Sustainability Policies

Table of Content:



Policy on Academic Freedom



1

Climate Action Policy

The University Climate Action Policy outlines our strategy to ensure continuous improvement in managing and minimising harmful emission to support and align with Malaysia’s path to Net Zero Emission by 2050. This policy is guided by principles of sustainability, resilience, and social equity. It encompasses measures across various sectors, including energy, transportation, waste management, education, and research.

Strategy 1: Improve Energy Efficiency: Promote Green Energy and Saving

Strategy 2: Improve Water Consumption: Promote Water Saving and Rainwater Harvesting

Strategy 3: Improve Waste Management: Promote Reduce, Reuse, and Recycle

Strategy 4: Improve Commuting Efficiency: Promote Use of Public Transportation, EV and Replace travelling with Virtual Event.

Strategy 5: Promote Awareness via Education and Research: Dedicated Courses and Innovation

Policy Owner:

Support Service Office (SSO)

Record of Approval and Review:

1st Approval: 16 July 2024 (by Management Committee)



1.1 Policy on Energy Efficiency

MMU is a tertiary education institution that produces graduated students for the working environment. Energy consumption is an important element in providing a conducive and safe environment for students to study and for staff to work. The energy savings and efficiency are achieved by developing an Energy Management System without compromising the comfort and safety of students, staff, and guests. This policy is intended to ensure the minimum use of energy to produce maximum output and benefit for the university. The custodian of this policy is the Registered Electrical Energy Manager appointed by the University. In order to achieve this commitment, MMU shall:

1. Improve energy efficiency performance continuously by implementing Energy Management System and Energy Saving Measures.
2. Ensure that the availability of resources is sufficient to achieve the energy objectives and energy targets.
3. Procure and use current and cost-effective green technologies throughout the campuses.
4. Educate, communicate, raise awareness, and motivate students and staff to practice energy saving.
5. Qualify for ratings and recognition from the relevant accrediting bodies.
6. Comply with all applicable laws and regulations related to energy.

Boundary: MMU Melaka and Cyberjaya Campuses.

The MMU Energy and Water Management Committee is responsible for overseeing the energy performance, assisted by the Registered Electrical Energy Manager. The committee will convene with relevant stakeholders to discuss energy performance and review energy-saving activities to ensure they meet the energy objectives and targets.

Note: This is part of our initiatives for Climate Action.

Policy Owner:

Facilities Management Division (FMD)

Record of Approval and Review:

1st Approval: 1 Oct 2023 (by Management Committee)



1.2 Policy on Quality Water Management

Water supply is an essential element in ensuring the quality of learning and working experiences for students and staff within MMU's campuses. It is the university's responsibility to guarantee a sufficient supply of safe water for everyone's consumption and optimization. This policy aims to ensure effective water management, provide quality water supply, and reduce wastage. The custodian of this policy is the Facilities Manager appointed by the University. In order to achieve these goals, MMU shall:

1. Continuously improve water consumption efficiency by implementing the Water Policy.
2. Align with local and international sustainable initiatives, such as SDG 6 (Clean Water and Sanitation) and 13 (Climate Action) (United Nations' Sustainable Development Goals).
3. Ensure the availability of resources to support the relevant goals.
4. Procure and utilize current and cost-effective water-saving technologies throughout the campuses, especially in critical areas such as toilets.
5. Use rainwater for non-essential purposes, such as plant watering and drain cleaning.
6. Educate, communicate, raise awareness, and motivate students and staff to practice water conservation.

Boundary: MMU Melaka and Cyberjaya Campus.

The MMU Energy and Water Management Committee is responsible for overseeing water efficiency practices, assisted by the Facility Manager. The management will collaborate with relevant stakeholders to discuss water consumption performance and review water-saving activities to ensure they meet the objectives and targets.

Note: This is part of our initiatives for Climate Action.

Policy Owner:

Facilities Management Division (FMD)

Record of Approval and Review:

1st Approval: 11 Oct 2023 (by Management Committee)



1.3 Policy on Usage of Eco-Friendly Biodegradable Container

The management of MMU encourages business premise operators to use eco-friendly biodegradable food and drink containers.

Hence, all business premise operators within MMU campuses are strongly encouraged to use eco-friendly biodegradable food and drink containers. The eco-friendly and non-biodegradable food and drink containers available in the market include, among others but not limited to:

1. Eco-friendly biodegradable food and drink containers made of tapioca.
2. Eco-friendly biodegradable food and drink containers made of rice husk.
3. Eco-friendly biodegradable food and drink containers made of coconut coir.
4. Eco-friendly biodegradable food and drink containers made of palm cake.

All business premise operators will be notified of this commitment, and engagement sessions with operators will be carried out from time to time to facilitate the transition.

Policy Owner:

Energy

Record of Approval and Review:

1st Approval: First version was announced on 2 June 2010, approved by MMU's Green and Environment Committee.

1st Review: 11 Oct 2023 (by Management Committee)



1.4 Policy on Waste Management

The University is committed to promoting sustainability and environmental stewardship. This waste management policy outlines the good practices for reducing, reusing, recycling, and disposing of waste in an environmentally responsible manner.

1. Prioritize waste reduction efforts vis automation, recycling, where possible avoiding the use of single-use plastics and, reducing packaging and paper waste;
2. Ensure compliance with relevant regulations regarding the handling, storage, transportation, and disposal of scheduled and solid waste to prevent environmental contamination;
3. Where feasible, promote circularity through recyclability, durability and reparability for as long as possible to reduce the need for sourcing of new resources.
4. Follow strict protocols for the disposal of hazardous materials such as chemicals, batteries, and electronic waste.

Note: This is part of our initiatives for Climate Action.

Policy Owner:

Facilities Management Division (FMD)

Record of Approval and Review:

1st Approval: 16 July 2024 (by Management Committee)



2 Policy on Diversity, Equity & Inclusion (DEI)



At Multimedia University (MMU), we embrace diversity, strive for equity, and foster inclusion. We believe that a diverse workforce and student community, representing a range of backgrounds and perspectives, enhances our creativity, innovation, and overall success. We are committed to providing equal opportunities for growth, advancement, and recognition to all employees and students, regardless of their diverse characteristics or identities. Our goal is to create an inclusive work and learning environment where everyone feels valued, respected, and empowered to contribute their unique perspectives and experiences. We believe that by embracing diversity, ensuring equity, and promoting inclusion, we can build a stronger, more vibrant organization and society that thrives on the collective strength of our differences.

This Diversity, Equity & Inclusion statement outlines our commitment and approach to achieving these goals:

- Commitment to Diversity, Equity & Inclusion
- Inclusive Work and Learning Environment
- Professional and Educational Development and Training
- Equal Pay and Benefits for Staff
- Non-Discrimination and Harassment Prevention for all Activities and Processes
- Non-Discriminatory Admission

MMU Non-Discriminatory Admission

MMU adheres to an admission policy that assesses candidates solely based on their eligibility as defined by regulatory bodies, ensuring that there is no discrimination on the grounds of ethnicity, gender, religion, disability, or socioeconomic status.

The TM Code of Conduct and Business Ethics (CBE) serves as the primary policy and set of guidelines we use to ensure compliance with all laws and regulations in our services and operations.

Policy Owner:
Human Capital Management

Record of Approval and Review:

1st Approval: 11 Oct 2023 (by Management Committee)

1st Review: 16 July 2024 (by Management Committee)



Policy on Compliance to all the relevant Malaysian Employment related Laws and Regulations

At MMU, we are committed to upholding and complying with all Malaysian employment-related laws and regulations. We treat our employees fairly and with respect, ensuring equal opportunities and protecting their rights. We maintain a safe and healthy work environment, free from harassment and discrimination. Our commitment to compliance extends to fair compensation, employee privacy, and the maintenance of accurate records. We provide training and education to promote awareness and understanding of employment laws. Reporting violations and non-retaliation are encouraged and supported. By prioritizing compliance, we aim to create a workplace that fosters trust, integrity, and the well-being of our employees.

The MMU Human Capital Management Division is responsible for providing supports and services to all staff members, ensuring a harmonious and conducive working environment by complying with legal requirements.

The TM Code of Conduct and Business Ethics (CBE) serves as the primary policy and set of guidelines we use to ensure compliance with all laws and regulations in our services and operations.

Policy Owner:

Human Capital Management

Record of Approval and Review:

1st Approval: 11 Oct 2023 (by Management Committee)



4 Policy on Sustainable Procurement and Purchasing



MMU is committed to environmental stewardship by maintaining sustainable procurement and purchasing practices that promote and encourage the use and purchase of environmentally and socially responsible products by its vendors. To this end, all Vendors undertake to comply with the following:

1. The Vendor recognises and understands UTSB's (Multimedia University) commitment to conduct its business in a manner that aligns with the principle of sustainable development and adheres to internationally and/or locally recognised fundamental standards for occupational health and safety, environmental protection, labour and human rights (of everyone who will be impacted by the Vendor's operations, including its personnel, employees, sub-Vendor and surrounding communities) as well as responsible corporate governance ("ESG Principles").
2. In addition to the provisions stipulated in regards with Integrity, Fair Tax Liabilities, Environmental Matters, Dangerous Goods, Occupational Safety and Health and Antiquities and Fossils, the Vendor undertakes that it shall conduct its business with due diligence, in an efficient and responsible manner adhering fully to ESG Principles, and shall use commercially reasonable efforts to comply with ESG Principles throughout the Agreement Period.
3. The Vendor represents and warrants that as at the commencement of the Agreement with MMU, it has not been fined and/or convicted of any offence in contravention of ESG Principles, nor has it been the subject of any investigation, inquiry or enforcement proceedings regarding any offence or alleged offence of or in connection with the contravention of ESG Principles.

Policy Owner:
Finance Division

Record of Approval and Review:

1st Approval: 11 Oct 2023 (by Management Committee)

Continued on the next page



4 Policy on Sustainable Procurement and Purchasing



4. As part of MMU’s (UTSB) commitment to environmentally-sustainable procurement and purchasing, The Vendor shall:
- (a) at the request of UTSB, provide UTSB with any and all necessary documents and/or information pertaining to its activities and compliance with requirements relevant to the ESG Principles;
 - (b) notify UTSB of any suspected or actual material non-compliance with the ESG Principles immediately and in any event, no later than five (5) business days, from the date of discovery of such non-compliance, providing a reasonably detailed description of such non-compliance including an account of the expected consequences and/or damage resulting therefrom. The Parties recognise that whether a violation of the ESG Principles would amount to “material non-compliance” can be subjective in its very nature. Therefore, the Vendor is obliged to proactively engage with UTSB to discuss the materiality of any and all non-compliance;
 - (c) immediately take steps to remedy any non-compliance, and if necessary, engage at its own expense, the services of an appropriately qualified environmental, social and governance consultant or other qualified professional to investigate the non-compliance and advise the Vendor on a corrective action plan;
 - (d) take appropriate action to ensure that it stays abreast with and understand the sustainability issues relevant to the Vendor and its business; and
 - (e) proactively keep UTSB (MMU) informed of any development in its business and/or portfolios which may materially impact its compliance with the ESG Principles.

Policy Owner:
Finance Division

Record of Approval and Review:

1st Approval: 11 Oct 2023 (by Management Committee)

Continued on the next page



4 Policy on Sustainable Procurement and Purchasing

5. Throughout the period of agreement, the Parties may periodically engage in meaningful dialogue in furtherance of their commitment to the ESG Principles.

6. The Vendor shall consider the environmental impact of its products / services, prioritising environmentally-responsible materials and technology. The Vendor should comply with globally accepted environmental standards, such as the standards of the United Nations Sustainable Development Goals (UN SDGs), United Nations Global Compact, United Nations Environment Programme (UNEP), US Environmental Protection Agency (EPA), International Telecommunication Union Telecommunications (ITU-T), European Telecommunication Standards Institute (ETSI) and International Organisation for Standardization (ISO), where applicable.

The TM Group Procurement Letter of Award (LOA) Agreement with vendors serves as the source of these policy statements



Policy Owner:
Finance Division

Record of Approval and Review:

1st Approval: 11 Oct 2023 (by Management Committee)



5 Policy on Accommodation for People with Special Needs



(A) Purpose

The purpose of this policy is to ensure a safe, inclusive, and comfortable learning and working environment for individuals with special needs (PSN) at MMU. This policy outlines the accommodations provided to both staff and students with disabilities, prioritizing their needs in on-campus housing.

(B) Scope

This policy applies to all students and staff members with special needs at MMU. The term "special needs" is defined according to the *Person with Disabilities Act of 2008*.

(C) Policy Statements

Priority Accommodation for People with Special Needs (PSN)

MMU is committed to providing priority accommodation to students and staff with special needs. This ensures that their accommodation environments are safe and comfortable.

PSN-Friendly Hostel Rooms for Students

PSN-friendly rooms are available for students with special needs. These rooms are designed to be accessible and supportive of their requirements.

Due to the limited availability of PSN-friendly rooms, allocation will be based on availability and applications assessed based on need.

Policy Owner:
Student Experience and Entrepreneurship Development (SEED) and Human Capital Development (HCM)

Record of Approval and Review:

1st Approval: 14 August 2024 (by Management Committee)



5 Policy on Accommodation for People with Special Needs



Ground Floor Apartments for Staff with Physical Disabilities

Staff members living on campus with physical disabilities that affect their mobility will be offered ground floor apartments to ensure easy access and mobility.

Allocation of these apartments will be based on availability and applications assessed based on need.

Expansion of PSN-Friendly Accommodations

MMU will continually assess the demand for PSN-friendly accommodation.

The university is committed to reviewing and exploring the need for additional PSN-friendly housing based on the number of students and staff requiring such facilities.

(D) Implementation

Application Process

Students and staff requiring PSN accommodation should apply through the designated university channels.

Applications will be reviewed on a case-by-case basis to ensure appropriate accommodation allocation.

Accommodation Allocation: Priority will be given to PSN applicants.

Room assignments for students will be assessed based on need, considering the availability of PSN-friendly rooms.

Staff will be allocated ground floor apartments based on availability and need.

Policy Owner:
Student Experience and
Entrepreneurship Development (SEED)
and Human Capital Development
(HCM)

Record of Approval and Review:

1st Approval: 14 August 2024 (by
Management Committee)



5 Policy on Accommodation for People with Special Needs



(E) Monitoring and Evaluation

MMU will regularly review and update the accommodation policy to meet the evolving needs of PSN students and staff.

Feedback from PSN will be solicited to improve the accommodation services for PSN continually.

(F) Conclusion

MMU is dedicated to fostering an inclusive environment where all individuals, regardless of their physical abilities, can thrive. This Policy ensures that PSN students and staff have access to the necessary resources and accommodations to support their academic and professional success.

Policy Owner:
Student Experience and Entrepreneurship Development (SEED) and Human Capital Development (HCM)

Record of Approval and Review:

1st Approval: 14 August 2024 (by Management Committee)



Policy on Academic Freedom



Academic Freedom Policy

1. Purpose

The purpose of this Academic Freedom Policy is to affirm Multimedia University's (MMU) commitment to the principles of academic freedom and to outline the rights and responsibilities of faculty, students, and staff in relation to these principles. Academic freedom is vital for advancing knowledge, fostering critical thinking, and promoting intellectual growth within the university.

2. Scope

This policy applies to all members of the university community, including faculty, students, staff, and visiting scholars.

3. Definitions

- **Academic Freedom:** The right of faculty, students, and staff to engage in intellectual debate, research, teaching, and learning without fear of censorship or retaliation. This right is subject to prohibitions, restrictions, or conditions imposed by law or MMU's Code of Conduct and Business Ethics (CBE), constitution, rules, and regulations.
- **Faculty:** Individuals holding academic appointments, including contract and part-time, adjunct, and visiting professors.
- **Students:** Individuals enrolled in courses or programs at the university.
- **Staff:** Non-faculty employees of the university.

4. Principles of Academic Freedom

- **Freedom of Research and Publication:** Faculty and students have the freedom to conduct research and publish their findings without undue interference. This includes the right to choose research topics, methodologies, and interpretations, within the limits established by legal, ethical standards, and MMU's Code of Conduct and Business Ethics (CBE), constitution, rules, and regulations.

Policy Owner:

Office of the Vice President (Academic and Innovative Learning)

Record of Approval and Review:

1st Approval: 17 December 2024 (by Senate)



Policy on Academic Freedom

- **Freedom of Teaching:** Faculty have the autonomy to design and teach their courses according to their professional judgment and disciplinary standards, while adhering to legal requirements and MMU's Code of Conduct and Business Ethics, constitution, rules, and regulations.
- **Freedom of Expression:** All members of the university community have the right to express their views on matters of public interest, both within and outside the classroom, without fear of institutional censorship or discipline, subject to legal, ethical constraints, and MMU's Code of Conduct and Business Ethics, constitution, rules, and regulations.
- **Freedom of Learning:** Students have the right to engage in open inquiry and express their views in academic settings. They are entitled to an education that fosters critical thinking and the free exchange of ideas, within the boundaries set by law and MMU's Code of Conduct and Business Ethics (CBE), constitution, rules, and regulations.

5. Responsibilities

- **Respect for Others:** All members of the university community must respect the rights of others to hold and express differing views. Discrimination, harassment, and intimidation are prohibited.
- **Academic Integrity:** Faculty and students must adhere to the highest standards of academic integrity, ensuring honesty in research, teaching, and learning.
- **Professional Conduct:** Faculty are expected to maintain professional standards in teaching, research, and interactions with students and colleagues.
- **Institutional Policies:** Faculty, students, and staff must comply with university policies and procedures, including those related to ethics, conduct, and the use of university resources, as outlined in MMU's Code of Conduct and Business Ethics, constitution, rules, and regulations, while exercising academic freedom.

Policy Owner:

Office of the Vice President (Academic and Innovative Learning)

Record of Approval and Review:

1st Approval: 17 December 2024 (by Senate)



Policy on Academic Freedom



6. University Responsibilities

- **Protection of Academic Freedom:** The university is committed to protecting academic freedom by allowing faculty and students to engage in inquiry, research, teaching, or public commentary, as long as it aligns with institutional policies, legal standards, and does not harm others.
- **Promotion of a Safe Learning Environment:** MMU will maintain a supportive and fair learning environment, ensuring that academic freedom is exercised within a framework of mutual respect and tolerance.

7. Procedures for Addressing Violations

- **Reporting:** Alleged violations of academic freedom should be reported to the designated office at MMU.
- **Investigation:** The university will investigate all reported violations in a timely and fair manner through an appointed committee comprising faculty, students, and staff.
- **Resolution:** Appropriate actions will be taken to address violations and prevent future occurrences, which may include mediation, policy changes, or disciplinary action.

8. Protection Against Retaliation

MMU strictly prohibits retaliation against any individual who reports a violation of academic freedom or participates in an investigation. Acts of retaliation will be subject to disciplinary action.

9. Review and Revision of Policy

This policy will be reviewed periodically by the designated office at MMU in consultation with relevant bodies, and revisions will be made as necessary to ensure the policy remains effective in upholding the principles of academic freedom.

10. Effective Date

This policy is effective as of 17th December 2024 and supersedes all previous policies related to academic freedom at MMU.

Policy Owner:

Office of the Vice President (Academic and Innovative Learning)

Record of Approval and Review:

1st Approval: 17 December 2024 (by Senate)

