

KOMITE DI BAWAH DIREKSI

Komite Tanggung Jawab Sosial Perusahaan

Komite Tanggung Jawab Sosial Perusahaan dibentuk untuk membantu perusahaan dalam memenuhi tanggung jawabnya kepada pemangku kepentingan, yang diantaranya adalah konsumen, karyawan, pemegang saham, komunitas dan lingkungan dalam segala aspek operasional perusahaan seperti aspek ekonomi, sosial, dan lingkungan. Dalam melaksanakan tugas dan tanggung jawabnya, Komite Tanggung Jawab Sosial Perusahaan dilengkapi dengan pedoman kerja yang memuat antara lain tentang uraian fungsi komite, komposisi komite, tugas, tanggung jawab dan wewenang komite.

Tugas, Tanggung Jawab dan Wewenang Komite Tanggung Jawab Sosial Perusahaan

Tugas dan tanggung jawab Komite Tanggung Jawab Sosial meliputi antara lain:

1. Merumuskan dan memperbaharui visi, strategi dan pelaksanaan program CSR bagi Perseroan;
2. Menetapkan prinsip-prinsip yang mengatur kebijakan Perseroan dalam CSR;
3. Mengawasi pengembangan dan pelaksanaan system serta prosedur untuk memastikan pencapaian tujuan CSR bagi Perseroan;
4. Memastikan transparansi yang diperlukan dan keterbukaan yang tepat dalam perilaku bisnis Perseroan mencapai tujuan tanggung jawab social dan lingkungan Perseroan;
5. Mengawasi program Perseroan yang berkaitan dengan CSR dan memastikan program tersebut terintegrasi dan diterapkan secara konsisten; dan
6. Melakukan review tahunan terhadap pelaksanaan program CSR.

Komite Tanggung Jawab Sosial Perusahaan mempunyai kewenangan untuk menyetujui dan menetapkan kebijakan/ kegiatan operasional terkait tanggung jawab sosial perusahaan, sebagai berikut:

1. Menyusun rencana aktifitas kegiatan dan budget yang dibutuhkan;
2. Mengawasi dan bertanggung jawab atas pelaksanaan aktifitas Tanggung Jawab Sosial Perusahaan;
3. Memberikan report terkait dengan pelaksanaan kegiatan Tanggung Jawab Sosial Perusahaan kepada Dewan Direksi.

Keanggotaan Komite Tanggung Jawab Sosial Perusahaan

Di tahun 2019, terdapat perubahan anggota Komite Tanggung Jawab Sosial Perusahaan. Perubahan anggota Komite dituangkan dalam Approval Memo tanggal 12 November 2019 perihal Struktur Organisasi Baru efektif 1 Januari 2020. Approval Memo tersebut telah disetujui oleh Dewan Komisaris Perseroan. Dengan demikian, adapun komposisi Komite Tanggung Jawab Sosial Perusahaan efektif per 1 Januari 2020 adalah sebagai berikut:

Ketua	: Ivan Sebastian
Anggota	: A Lung NG
Anggota	: Fifi Dermawan
Anggota	: Arie Yulius
Anggota	: Pangestu Wibowo
Anggota	: Tri Nardiyanti

COMMITTEE UNDER BOARD OF DIRECTORS

Corporate Social Responsibility Committee

Corporate Social Responsibility Committee is established to support the Company in fulfilling responsibility to stakeholders, including customers, employees, shareholders, community and environment in all operational aspects such as economic, social and environment aspects. In implementing duty and responsibility, the Corporate Social Responsibility Committee has working manual, which discloses description about committee's function, composition, duty, responsibility and authority.

Corporate Social Responsibility Duty, Responsibility and Authority

Duty and responsibility of Corporate Social Responsibility Committee are including:

1. Formulating and updating vision, strategy and of CSR Program implementation for the Company;
2. Stipulating principles to regulate corporate CSR policy;
3. Supervising development and implementation of system and procedure to ensure achievement of CSR goals for the Company;
4. Ensuring necessary and correct transparency in Company's business conducts to achieve social and environment responsibility goals;
5. Supervision corporate program related with CSR and ensuring the program to be integrated and implemented consistently; and
6. Conducting annual review on CSR program implementation.

The Corporate Social Responsibility Committee holds authority to approve and stipulate operational policy/ activity related to corporate social responsibility, as follows:

1. Preparing activity plan and required budget;
2. Monitoring and being responsible over implementation of Corporate Social Responsibility activity;
3. Providing report related to Corporate Social Responsibility activity implementation to the Board of Directors.

Corporate Social Responsibility Committee Membership

In 2019, there was a change in Corporate Social Responsibility Committee members. The change of Committee members has been disclosed in Approval Memo dated November 12, 2019 concerning Approval to New Organization Structure effective as per January 1, 2020 which has been approved by the Board of Commissioners. Therefore, composition of Corporate Social Responsibility Committee effective as per January 1, 2020 is as follows:

Chairman	: Ivan Sebastian
Member	: A Lung NG
Member	: Fifi Dermawan
Member	: Arie Yulius
Member	: Pangestu Wibowo
Member	: Tri Nardiyanti

Pelaksanaan Kerja Komite di 2019

Selama tahun 2019, Komite Tanggung Jawab Sosial Perusahaan telah melaksanakan beberapa kali rapat yang membahas antara lain mengenai anggaran CSR dan rencana kegiatan CSR sepanjang tahun 2019, beserta timeline kegiatan CSR selama 4 kuartal. Komite Tanggung Jawab Sosial Perusahaan juga telah melaksanakan beberapa kegiatan CSR di berbagai aspek dan kegiatan yang dapat dilihat pada bab mengenai CSR dalam laporan tahunan ini.

Komite Manajemen Kelangsungan Usaha

Komite Manajemen Kelangsungan Usaha Perseroan dibentuk berdasarkan Approval Memo no. 001/AM-BCM/ IV/2011 tertanggal 5 April 2011. Komite ini dibentuk untuk memastikan tingkat kesiapan perusahaan yang tepat dan memadai, sehingga bisa menangkal gangguan terhadap aktivitas bisnis, dan juga untuk melindungi proses bisnis yang penting dari dampak kegagalan utama sistem informasi atau bencana. Dalam melaksanakan tugas dan tanggung jawabnya, Komite Keberlangsungan Usaha Perseroan telah dilengkapi dengan pedoman kerja yang berisi antara lain tentang tugas, tanggung jawab dan wewenang komite, dan komposisi keanggotaan.

Tugas, Tanggung Jawab dan Wewenang Komite Manajemen Kelangsungan Usaha

Tugas dan tanggung jawab Komite Manajemen Kelangsungan Usaha meliputi antara lain:

1. Mempersiapkan, memelihara, dan memperbaharui kebijakan Manajemen Kelangsungan Usaha rencana Manajemen Kelangsungan Usaha, dan dokumen terkait lainnya agar sesuai dengan kondisi atau situasi terkini;
2. Memastikan dilakukannya kegiatan sosialisasi, latihan dan tindakan yang diperlukan terkait dengan Manajemen Kelangsungan Usaha termasuk pengelolaan gangguan usaha dan pemulihan bencana; dan
3. Mengembangkan fungsi atau tanggung jawab Manajemen Kelangsungan Usaha sesuai dengan kebijakan yang berlaku.

Keanggotaan Komite Manajemen Kelangsungan Usaha

Di tahun 2019, terdapat perubahan Komite Manajemen Kelangsungan Usaha. Adapun perubahan terkait sebagaimana tertuang dalam Approval Memo tanggal 12 November 2019 tentang Approval Struktur Organisasi yang baru efektif per 1 Januari 2020 yang didalamnya antara lain memuat komposisi anggota komite di bawah Direksi. Keputusan tersebut telah disetujui oleh Dewan Komisaris Perseroan. Dengan demikian, adapun komposisi Komite Manajemen Kelangsungan Usaha efektif per 1 Januari 2020 adalah sebagai berikut:

Ketua	: Charles M.P Gultom
Anggota	: Denny Kurniawan
Anggota	: Dwi Adi Riyanto
Anggota	: Wasistyo Adi Saras Putro
Anggota	: Steven Andri Sri Heryanto
Anggota	: Josef Ikafian

Work Implementation Report in 2019

In 2019, the Corporate Social Responsibility Committee has conducted several meetings namely discussing 2019 CSR Budget, CSR Activity Plan in 2019, as well as CSR activity timeline for 4 quarters. The Corporate Social Responsibility Committee also has conducted some CSR activities in various aspects and activities that can be seen in the chapter on CSR in this annual report.

Business Continuity Management Committee

The Company's Business Continuity Management Committee was formed based on the Approval Memo no. 001/ AM-BCM/IV/2011 dated April 5, 2011. Business Continuity Management Committee is established to ensure correct and sufficient readiness level of the Company to overcome disruption against business activity and also to protect important business activity from impact of information system major failure or disaster. In implementing duty and responsibility, Business Continuity Management Committee has working manual which discloses among others duty, responsibility and authority as well as membership of the Committee.

Business Continuity Management Committee Duty, Responsibility and Authority

Duty and responsibility of the Business Continuity Management Committee are including:

1. Preparing, maintaining and updating Business Continuity Management policy, plan and other related documents in order to conform with current condition or situation;
2. Ensuring implementation of socialization activity, training and other necessary action related with Business Continuity Management including business disruption management and disaster recovery; and
3. Developing Business Continuity Management function or responsibility according to prevailing policy.

Business Continuity Management Committee Membership

In 2019, there was a change in Business Continuity Management Committee. The change is disclosed in Approval Memo dated November 12, 2019 concerning Approval to new Organization Structure effective as per January 1, 2020 which included membership composition of Committees under the Board of Directors. The resolution has been approved by the Board of Commissioners. Therefore, the Business Continuity Management Committee composition effective as per January 1, 2020 is as follows:

Chairman	: Charles M.P Gultom
Member	: Denny Kurniawan
Member	: Dwi Adi Riyanto
Member	: Wasistyo Adi Saras Putro
Member	: Steven Andri Sri Heryanto
Member	: Josef Ikafian

Anggota : Tri Nardiyanti
 Anggota : Arie Yulius

Member : Tri Nardiyanti
 Member : Arie Yulius

Laporan Pelaksanaan Kerja Komite di 2019

Pada tahun 2019, Komite Manajemen Kelangsungan Usaha telah melaksanakan beberapa kali rapat yang membahas mengenai pengkinian critical process, tolerable down time serta yang membahas mengenai pengkinian Internal Memo dan struktur organisasi Komite Manajemen Kelangsungan Usaha. Komite juga telah melakukan review dan update Internal Memo BCM dan memberikan arahan peraturan tentang tata cara pengevakuasian karyawan di BAF Plaza yang didiskusikan bersama pihak Building Management dan akhirnya melakukan penunjukan PIC di setiap lantai yang berperan terkait tata cara pengevakuasian karyawan apabila terjadi bencana. Kegiatan Disaster Recovery (DR Drill) ini telah dilaksanakan secara regular setiap tahunnya dan bertujuan untuk memastikan sistem teknologi informasi yang berkaitan dengan proses operasional dapat tetap berjalan dengan baik dalam situasi bencana. DR Drill tersebut diadakan di 59 kantor cabang dan 3 Point of Service (POS) dengan hasil bahwa pusat pemulihan yang tersedia setelah bencana tersedia sesuai dengan target, serta semua fungsi dari seluruh system diuji dan dijalankan dengan tepat dan cepat.

Komite Keselamatan dan Kesehatan Kerja

Perseroan telah memiliki Komite Keselamatan dan Kesehatan Kerja. Komite ini dibentuk berdasarkan Approval Memo No. 013/AM-CP/IV/2016 pada 26 April 2016. Pembentukan Komite ini diharapkan mampu membangun pemahaman bersama, kerjasama dan partisipasi efektif dalam hal penerapan kesehatan dan keselamatan kerja di lingkungan kerja Perseroan. Komite Keselamatan dan Kesehatan kerja telah memiliki Pedoman Kerja (Charter) yang mengatur tentang lingkup tugas, tanggung jawab dan wewenang anggota komite.

Tugas, Tanggung Jawab dan Wewenang Komite Keselamatan dan Kesehatan Kerja

Tugas dan tanggung jawab Komite Keselamatan & Kesehatan Kerja meliputi:

1. Mengumpulkan dan memproses data keselamatan dan kesehatan kerja;
2. Membantu menunjukkan dan menjelaskan kepada karyawan perihal faktor-faktor risiko dan/atau berbahaya yang dapat mempengaruhi efisiensi dan produktivitas kerja, penggunaan peralatan/perengkapan keselamatan kerja, cara-cara melakukan pekerjaan yang benar dan aman terhadap keselamatan dan kesehatan kerja;
3. Mendukung manajemen Perseroan untuk mengevaluasi, membangun dan mengimplementasikan, memonitor dan merekomendasikan tindakan perbaikan/korektif dan juga melaksanakan administrasi terkait keselamatan dan kesehatan kerja; dan
4. Mendukung manajemen Perseroan untuk menyusun kebijakan manajemen dan panduan untuk meningkatkan keselamatan kerja, kebersihan tempat kerja, kesehatan kerja, ergonomi dan gizi karyawan.

Committee Work Implementation in 2019

In 2019, the Business Continuity Management Committee held several meetings which discussed the updating of critical processes, tolerable down time and activity plans for 2019, and discussed the updating of Internal Memos and the organizational structure of the Business Management Committee. The Committee had conducted review and update BCM Internal Memos and providing regulatory guidance on procedures for employee evacuation at BAF Plaza which were discussed with Building Management and finally appointed PIC on each floor is related to procedures for evacuating employees in the event of a disaster. The Committee also carried out the Disaster Recovery (DR Drill). This DR Drill activity has been carried out regularly every year and aims to ensure that information technology systems related to operational processes can continue to run well in disaster situations. This time the DR Drill was held at 59 Branches and 3 POS with results as follows: recovery center available after disaster is available according to target; and all functions of the entire system are tested and run precisely and quickly.

Occupational Health and Safety Committee

The Company has established Occupational Health and Safety Committee based on Approval Memo No. 013/AMCP/ IV/2016 dated April 26, 2016. Establishment of this Committee is expected to build mutual understanding, cooperation and effective participation in occupational health and safety implementation in the Company's working circumstances. The Occupational Health and Safety Committee has Working Manual (Charter) which regulates scope of duty, responsibility and authority of the Committee's members.

Occupational Health and Safety Committee Duty, Responsibility and Authority

Duty and responsibility of Occupational Health and Safety Committee are including:

1. Occupational health and safety data collection and process;
2. Supporting to demonstrate and explain to employees regarding risk and/or dangerous factors which may affect working efficiency and productivity, use of occupational safety equipment/device, correct and safety working method in terms of occupational health and safety;
3. Supporting the Management to evaluate, develop and implement, monitor and recommend improvement/corrective action and administrative action related to occupational health and safety; and
4. Supporting the Management to formulate management policy and guideline to improve occupational safety, working place hygiene, occupational health, ergonomics and employee nutrients.

Keanggotaan Komite Keselamatan dan Kesehatan Kerja

Di tahun 2019, terdapat perubahan anggota Komite Keselamatan dan Kesehatan Kerja. Adapun perubahan terkait sebagaimana tertuang dalam Approval Memo tanggal 12 November 2019 tentang Approval Struktur Organisasi yang baru efektif per 1 Januari 2020 yang didalamnya antara lain memuat komposisi anggota komite di bawah Direksi. Keputusan tersebut telah disetujui oleh Dewan Komisaris Perseroan. Dengan demikian, adapun komposisi Komite Keselamatan dan Kesehatan Kerja efektif per 1 Januari 2020 adalah sebagai berikut:

Ketua	: Yudono
Anggota	: Josef Ikafian
Anggota	: Irvan Praka
Anggota	: Yudi Maulana
Anggota	: Ricky Fardeli
Anggota	: Donna Astuti
Anggota	: Andarto
Anggota	: Randy Pilar
Anggota	: Andhika Adikusuma
Anggota	: Donna Panggabean
Anggota	: Luthfi Prasetya
Anggota	: Minetta Roselani
Anggota	: Tri Harto Bagus Wibowo
Anggota	: Yulius Ariyasatya
Anggota	: Arie Yulius
Anggota	: Silvi Mahdalena
Anggota	: Puji Arianti
Anggota	: Ardinan Santoso
Anggota	: Steven Andri

Pelaksanaan Kerja Komite di 2019

Selama tahun 2019, Komite Keselamatan dan Kesehatan Kerja telah melaksanakan beberapa kali rapat yang membahas antara lain penyampaian dan penyusunan struktur Keselamatan dan Kesehatan Kerja (P2K3) dan Emergency Response tim BAF Plaza yang menjadi standar dan harus dimiliki. Tim tersebut merupakan perwakilan dari setiap lantai yang bertanggung jawab dalam mengkoordinasikan karyawan di masing-masing lantai ketika terjadi keadaan yang dianggap darurat. Perseroan melaksanakan simulasi keadaan darurat (Fire Drill) dilakukan tiap 6 bulan sekali. Perseroan senantiasa terus membangun self-awareness terhadap keselamatan dan kesehatan karyawan.

Komite Pengarah Teknologi Informasi

Komite Pengarah Teknologi Informasi Perseroan dibentuk berdasarkan Persetujuan Direksi dan Dewan Komisaris pada 22 November 2019. Komite ini berperan untuk membantu Direksi dalam pengawasan risiko teknologi dan informasi.

Tugas, Tanggung Jawab dan Wewenang Komite Pengarah Teknologi Informasi

Komite Pengarah Teknologi Informasi harus bertanggung jawab atas pengawasan risiko teknologi dan informasi, dan setiap risiko regulasi dan kepatuhan yang terkait dengan risiko teknologi dan

Occupational Health and Safety Committee Membership

In 2019, there was a change in Occupational Health and Safety Committee members. The change has been disclosed in Approval Memo dated November 12, 2019 concerning Approval to New Organization Structure effective as per January 1, 2020 which included composition of Committees under the Board of Directors. The Decree has been approved by the Board of Commissioners. Therefore, composition of Occupational Health and Safety Committee effective as per January 1, 2020 is as follows:

Chairman	: Yudono
Member	: Josef Ikafian
Member	: Irvan Praka
Member	: Yudi Maulana
Member	: Ricky Fardeli
Member	: Donna Astuti
Member	: Andarto
Member	: Randy Pilar
Member	: Andhika Adikusuma
Member	: Donna Panggabean
Member	: Luthfi Prasetya
Member	: Minetta Roselani
Member	: Tri Harto Bagus Wibowo
Member	: Yulius Ariyasatya
Member	: Arie Yulius
Member	: Silvi Mahdalena
Member	: Puji Arianti
Member	: Ardinan Santoso
Member	: Steven Andri

Committee Work Implementation in 2019

In 2019, the Occupational Safety and Health Committee has conducted several meetings discussing submission and preparation of the Occupational Safety and Health structure / P2K3 and the BAF Plaza Emergency Response team which will become the standard that shall be established in a building and a company. The team is representative from each floor. Next, disaster drill simulations shall be carried out every 6 months and also raising self-awareness of safety and health.

IT Steering Committee

The Information Technology Steering Committee is established according to Board of Directors and Board of Commissioners Approval dated November 22, 2019. The Committee is in charge to assist the Board of Directors in supervising technology and information risk.

Information Technology Steering Committee Duty, Responsibility and Authority

Information Technology Steering Committee shall be responsible in supervising technology and information risks, as well as other regulatory and compliance risks associated with

informasi dalam Perseroan. Komite ini juga berperan untuk mendukung dan mengawasi investasi Perseroan di bidang TI, memastikan TI selaras dengan arahan TI secara keseluruhan, rencana TI serta keputusan investasi modal jangka panjang, memastikan kepatuhan terhadap Strategi dan Peta Jalan TI BAF, meninjau, memprioritaskan dan mendukung proyek TI, memantau dan memastikan proyek-proyek TI disampaikan sesuai dengan ruang lingkup, anggaran, dan waktu yang disetujui dan meninjau dan memantau risiko dan masalah terkait TI dan menyediakan pembaruan rutin tentang peristiwa penting dan penerimaan risiko TI.

Keanggotaan Komite Pengarah Teknologi Informasi

Adapun komposisi Komite Pengarah Teknologi Informasi tertuang dalam Approval Memo tanggal 12 November 2019 perihal Struktur Organisasi Baru efektif 1 Januari 2020. Approval Memo telah disetujui oleh Dewan Komisaris Perseroan. Dengan demikian, adapun komposisi Komite Pengarah Teknologi Informasi efektif per 1 Januari 2020 adalah sebagai berikut:

Ketua	: Lynn Ramli
Anggota	: Toshiyuki Kojima
Anggota	: Akira Sugai
Anggota	: Sigit Sembodo
Anggota	: Yudono
Anggota	: Yulius Ariyasatya
Anggota	: Denny Kurniawan
Anggota	: Shirly Anjar Artha

Laporan Pelaksanaan Kerja Komite di 2019

Komite ini baru saja dibentuk berdasarkan Approval Memo tanggal 12 November 2019 dan baru akan melaksanakan rapat pada tanggal 29 Januari 2020

technology and information risks in the Company. This committee also has the role to support and oversee IT investments of BAF, ensuring IT has been aligned with overall IT direction, IT plans and long-term capital investment decisions, ensuring compliance with BAF IT Strategy and Roadmap, reviewing, prioritizing and supporting IT projects, monitors and ensures IT projects are delivered according to the agreed scope, budget and time and reviews and monitors IT-related risks and problems and provides regular updates on important events and IT risks acceptance.

Information Technology Steering Committee Membership

Composition of Information Technology Steering Committee is disclosed in Approval Memo dated November 12, 2019 concerning New Organization Structure effective as per January 1, 2020. The Approval Memo has been approved by the Board of Commissioners. Therefore, composition of Information Technology Steering Committee effective as per January 1, 2020 is as follows:

Chairman	: Lynn Ramli
Member	: Toshiyuki Kojima
Member	: Akira Sugai
Member	: Sigit Sembodo
Member	: Yudono
Member	: Yulius Ariyasatya
Member	: Denny Kurniawan
Member	: Shirly Anjar Artha

Committee Work Implementation Report in 2019

This committee has just established according to Approval Memo dated November 12, 2019 and had just convened the meeting starting from January 29, 2020.