

CORPORATE SOCIAL RESPONSIBILITY



MOUNTAINTOP



Embrace Long Term Value Creation With A CSR Program



“CSR is generally understood as being the way through which a company achieves a balance of economic, environmental and social imperatives, while at the same time addressing the expectations of shareholders and stakeholders.”

United Nations Industrial Development Organization (UNIDO)



“If you as a company can prove that you are doing something worthwhile fighting climate change, you will have a competitive advantage.” Alexander Stubb Vice President EIB

42% of attendees at the WEF 2020 voted that carbon reduction is a top priority for business and global leaders to focus on immediately.



“All listed companies on Bursa Malaysia must comply with CSR programs”

Datuk Isham Ishak International Trade & Industry Ministry Secretary General

“Most Malaysian SMEs have limited resources and cannot afford to make a contribution for CSR unlike the large organizations.”

Ahmad Saiful & Anuar Nawawi, Universiti Teknologi MARA December 2017

However the above study uncovered the following:

1. 60% of SMEs believe that CSR is an important issue to establish business relations with big companies
2. 45% of SMEs believe that CSR is equivalent to good governance
3. 65% of SMEs believe CSR includes activities for the protection of the environment
4. 50% of SMEs believe CSR can increase profitability



MountainTop EDRM is built on open standards.



MountainTop EDRM provides multiple archiving options. This includes tables, records and files. All common file types are supported including video.



Works on any browser of choice as it is built with progressive enhancement. It is responsive and will fit any form factor – desktop, mobile, tablet or whatever that may come in the future.



MountainTop EDRM is application agnostic

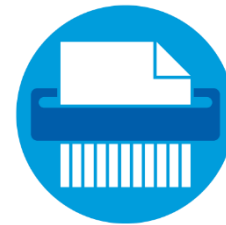


MountainTop EDRM has a low TCO and scalable across the entire enterprise



Document Search

- Google like search function for documents
- Browse by classifications
- Refine search with document properties
- View search records
- Save searches
- Date searches
- Document content search



Retention Policy

- User definable retention policy
- Time & event base retention
- Auto destruction of documents
- Disposition status
- Holds
- Workflow support



Metadata

- Metadata stored for each document
- Date of document and identity of user
- User defined metadata
- Search base on metadata



Records Management

- User defined record types
- User defined meta data & properties
- Version control
- Folder hierarchy
- Classification



Document Check In
& Check Out

- Users can check in and check out documents
- Complete version control of documents
- Audit trail of all document movements
- Auto loader for batch loading of documents



Document Management

- Support all file types
- Archive of emails are supported
- Audio and video files
- Integration with scanning solutions
- Integration with output management



Online Viewer Support

- Supports all Microsoft Document viewer
- Supports PDF viewer
- Supports audio & video player
- Supports display of JPEG, GIF etc.
- Zoom in & zoom out function



System Administration

- Manage user ids and password
- Manage workflow settings
- Manage creation of records



Notifications

- User definable notification settings
- Email template definition
- Schedule base notifications
- Event base notifications



Compatible With Any Form Factor

- Compatible with any form factor such as mobile phone, tablets and PC's



Workflow

- Rules based workflow engine
- Manual workflow dictated by user
- Online approvals



Access Control

- Flexible access control definition
- User and group base access control
- Hierarchy definition of access control
- Permission listings
- Protective security markings
- Digital signature
- Document level security