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## POLICY BRIEF AND PROCEDURE

Our **Employee Code of Conduct** ( the “Policy”) outlines our expectations regarding employees’ behaviour towards their colleagues, supervisors and overall organisation.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

## SCOPE

This Policy applies to all our employees regardless of employment agreement or rank.

## CODE OF CONDUCT

Employees within the Group are bound by their contract to follow our Employee Code of Conduct while performing their duties.

### a) Compliance with law

Employees must protect our Group’s interests. They should comply with all environmental, safety and related laws. We expect employees to be ethical and responsible when dealing with our Group’s finances, products, partnerships and public image.

### b) Respect in the workplace

Employees should respect their colleagues. We won’t allow any kind of discriminatory behaviour, harassment or victimisation. Employees should conform with our equal opportunity principles in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

### c) Protection of Group’s Properties

Employees should treat our Group’s properties, whether material or intangible, with respect and care.

Employees:

- shouldn’t misuse **our Group of companies’ equipment**.
- should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

## CODE OF CONDUCT

- ❑ employees should protect facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

### d) Professionalism

Employees must show integrity and professionalism in the workplace:

#### ❑ Personal appearance

Employees must follow our dress code as issued by HR Department and personal appearance guidelines.

#### ❑ Corruption

We prohibit briberies for the benefit of any external or internal party. Please refer to our Anti-Bribery and Corruption Policy.

#### ❑ Job duties and authority

Employees should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competencies and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with diligence and in a timely manner. We encourage mentoring throughout our Group.

#### ❑ Absenteeism and tardiness

Employees should follow their schedules as per their letter of employment. We can make exceptions i.e. time off for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

#### ❑ Conflict of interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

#### ❑ Collaboration

Employees should be friendly and collaborative. They should not to disrupt the workplace or present obstacles to their colleagues' work.

#### ❑ Communication

Employees must be open for communication with their colleagues, supervisors or team members.

#### ❑ Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our Group of companies offer.

## COMMUNICATION OF POLICY

### Policies

Employees should read and follow our Group policies. If they have any questions, they should ask their managers or Human Resources (HR) department.

## COMPLIANCE WITH GOVERNMENT SOPs IN THE EVENT OF PANDEMIC OR EMERGENCIES

### Policies

Our Group will endeavour to follow all announced Government SOPs. All employees are expected to follow strictly as well.

## DISCIPLINARY ACTIONS

### **Disciplinary actions**

Our Group may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion;
- Reprimand;
- Suspension or termination for more serious offenses;
- Detraction of benefits for a definite or indefinite time;

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.