

CODE OF BUSINESS ETHICS

prokhas

MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Prokhas' vision is to focus on delivering Exceptional Value to our Customers and other stakeholders. Consequently, we must continuously achieve superior financial and operating results while carefully adhering to our "Code of Business Ethics".

In line with its position as a company owned by the Minister of Finance Incorporated and in pursuit of its continuous efforts to maintain a high level of competency, transparency and integrity in its day-to-day management and business undertakings. The resourcefulness, professionalism and dedication of every Employee and representative of the Company will ensure that Prokhas be well positioned for continuous success in the long term.

The Company adopts zero tolerance towards any form of bribery and corruption as spelled out in its Anti-Bribery and Corruption Policy. All Employees and representatives are expected to embrace the principles of ethical conduct, integrity, fairness and accountability in all aspects of Prokhas' business activities.

This Code of Business Ethics sets forth important policy statements that deal with standards of business conduct. As employees of Prokhas, it is essential for everyone to abide by the Code which is continuously reviewed in accordance with changes in laws and practices.

Thank you.

Chief Executive Officer

TABLE OF CONTENTS

1.	INTRODUCTION
1.1	Objective
1.2	Scope
1.3	Compliance to the Code
2.	DEFINITIONS
3.	RESPONSIBILITIES REGARDING CODE OF BUSINESS ETHICS
3.1	Responsibilities of Management
3.2	Responsibilities of Employees
4.	OUR DEALING WITH EMPLOYEES
4.1	General
4.2	Harassment
4.3	Safety, Health and Environment
4.4	Drugs, Alcohol and Prohibited Substances
4.5	Weapons and / or Hazardous Materials
4.6	Threats and Violence
4.7	Immoral Activities
4.8	Criminal Breach of Trust
4.9	Criminal Activities and Wrongdoings
4.10	Offences Relating to Racial and Religious Harmony
4.11	Employees Giving Evidence in Court
4.12	Equal Opportunities
5.	OUR DEALING WITH CUSTOMERS
5.1	Total Commitment to Customers
5.2	Service Quality and Safety
5.3	Customer Information
5.4	Government as Customer
5.5	Business Dress and Attire
6.	OUR DEALING WITH SUPPLIERS AND BUSINESS PARTNERS
6.1	Doing Business with Others
6.2	Agents and Consultants
6.3	Procurement Practices

TABLE OF CONTENT

7.	OUR DEALING WITH COMMUNITIES
7.1	Personal Community Activities
7.2	Communicating to External Audiences
8.	OUR DEALING WITH GOVERNMENTS
8.1	Compliance with the Law
8.2	Political Contributions
8.3	Political Activities
9.	OUR DEALING WITH COMPANY ASSETS
9.1	Protecting Prokhas' Assets
	a) Company Assets
	b) Customer or Supplier Assets
	c) Information Technology (IT) Assets
9.2	Confidential Information
9.3	Accuracy of Company Records
9.4	Communicating, Recording and Retaining Business Communications
9.5	Sharing Best Practices
9.6	Dealing with Personal Data
10.	CONFLICT OF INTEREST
10.1	General Considerations
10.2	Outside Business Appointments, Directorship / Undertakings
10.3	Relative or Close Personal Friendship Interests
10.4	Contractual Dealings with Employees
10.5	Proprietary information
10.6	Gifts, Hospitality, Entertainment and Travel
10.7	Sponsorships and Donations
10.8	Public Services, Recreational, Sporting and Community Activities
10.9	Disclosure and Declarations

TABLE OF CONTENT

11.	FIGHTING BRIBERY AND CORRUPTION
11.1	Compliance to Laws
11.2	Bribery and Corruption
12.	INTERNAL NOTIFICATION PROCEDURES
13.	REVIEW OF THE CODE
	CERTIFICATION OF COMPLIANCE TO THE CODE OF BUSINESS ETHICS

1. INTRODUCTION

1.1 OBJECTIVE

The objective of the **Code of Business Ethics** (hereto referred as “**the Code**”) is to support Prokhas Sdn Bhd’s (hereto referred as either “**Prokhas**” or “**the Company**”) vision and Core Values i.e. “**CITE – Caring, Integrity, Teamwork & Excellence**” by informing the Management and Employees and all representatives of the Company’s acceptable and unacceptable business conducts. The Code is designed to be in line with Prokhas’ initiatives to instil, internalize and uphold the value of “**INTEGRITY**” amongst the behaviour and conduct of all stakeholders of the Company.

1.2 SCOPE

The scope of the Code covers all Employees and other authorised representatives of the Company, Suppliers including subsidiaries, associates, joint ventures and / or affiliate Companies.

If a policy in the Code conflicts or is inconsistent with any written law in force in Malaysia or any subsidiary legislation issued or made in virtue thereof, the written law and/or the subsidiary legislation shall prevail. If a local custom or practice conflicts with a policy in the Code, one must comply with the Code.

This Code shall by no means be exhaustive nor does it include all the policies of Prokhas. The Code provides general guidance for resolving a variety of legal and ethical issues.

Employees shall also comply with other applicable policies, codes, manuals, procedures, guidelines, frameworks, circulars, directives, rules, practices and any other document as may be issued by the Company from time to time. Employees are also expected to apply sound judgment dealing in any given situation and Prokhas matters in general and ask for help when needed. If in doubt, please contact the department primarily in charge of human resource or the specified department in the respective paragraph for clarification.

This Code shall form an integral part of the terms and conditions of employment with the Company.

This Code may be reviewed, revised and updated from time to time which all Employees are expected to comply and be bound by it.

1.3 COMPLIANCE TO THE CODE

All Employees and other representatives of the Company are responsible for complying with all applicable laws and regulations, Code and other policies of the Company. Violation of the law or the Code or other policies of the Company may result in disciplinary actions, up to and including termination or dismissal.

The Management of Prokhas has adopted that should there be inconsistency between this Code and any other documents as approved by the Company those other documents shall prevail to the extent of such inconsistency.

Under unusual circumstances, Employees and other representatives of the Company may seek approval of actions that otherwise would not be compliant with the Code. Approval of any action not compliant with the Code must be sought in advance and may be granted only by the Chief Executive Officer of the Company. Waiver of the Code must be promptly disclosed to the Chief Executive Officer. When a waiver is granted, the Chief Executive Officer shall ensure that appropriate controls are in place to protect the Company and its shareholders.

2. DEFINITIONS

2.1 In this Code unless the context otherwise requires the following terms shall have the meanings hereby respectively assigned to them:

AMLA : means Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (Act 613) and any amendments thereto.

Authority Manual - means a manual approved by the Board of Directors of Prokhas which sets forth the level and scope of responsibilities and authorities of the various approving authority groups in Prokhas. For the purpose of this Code, this definition shall also cover the authority manual of the Managed Company.

Assets: Assets are tangible or intangible resources controlled by the enterprise as a result of past transactions or events and from which future economic benefits are expected to flow to the enterprise.

Board of Directors: means the board of directors of the Company.

Business Partners: for the purpose of this Code shall mean a person or entity, which Prokhas has engaged with or entered into a procurement process of acquiring supplies of goods and services in order to fulfill the company's strategic and operational needs that require coordination of multiple disciplines across the end to end procurement value chain. A Business Partner may include but is not limited to suppliers, service providers, customers, agents and/or resellers, contractors, sub-contractors, vendors, consultants, representatives, and others acting for or on behalf of Prokhas.

Competitors: Competitors are persons or entities that render the same or very similar services or supply the same or similar products in any one or a number of business environments.

Confidentiality Manual : a manual approved by the Senior Management aiming at providing, *inter alia*, a consistent approach in handling all Strictly Confidential and/or Confidential Information, documents and data to ensure Prokhas' continuous efforts to maintain a high level of professionalism and integrity in its day-to-day management and business undertakings.

Conflict of Interest: A conflict of interest arises where Employees have a personal interest that could be seen to have the potential to interfere with their objectivity in performing their duties or exercising their judgment on behalf of Prokhas.

Customers: Customers are persons or entities to which Prokhas provides and render services.

Employees: Employees shall encompass all personnel including the Chief Executive Officer, executive and non-executive Employees under the employment in respect of discharging his duties and responsibilities of the Company and shall also consist of Prokhas' Employees assigned to manage and administer a Managed Company.

Employee Handbook: means Prokhas Employee Handbook that sets out the Human Resources policies as well as the terms and conditions of employment governing all Employees of the Company.

Ethics: Refers to standards of conduct, which indicate how to behave, based on moral duties and virtues arising from principles of right and wrong. Ethics involve two aspects namely the ability to distinguish right from wrong and the commitment to do what is right.

Facilitation Payment - any illegal and / or unofficial payment made and received as an incentive for the receiver to complete some action or process expeditiously, to the benefit of the party making the payment.

Gratification: any form of gift / reward, for the receiver to complete an action or process expeditiously or to omit from doing a required action to the benefit of party making /providing the gratification, which shall include the following :-

- a) money, donation, gift, loan, fee, reward, valuable security, property or interest in property being property of any description whether movable or immovable, financial benefit, or any other similar advantage;
- b) any office, dignity (awards, honours and medals), employment, contract of employment or services, and agreement to give employment or render services in any capacity;
- c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- d) any valuable consideration of any kind, any discount, commission, rebate, bonus, deduction or percentage;
- e) any forbearance to demand any money or money's worth or valuable thing;
- f) any other service or favour of any description, including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted, and including the exercise or the forbearance from the exercise of any right or any official power or duty; and
- g) any offer, undertaking or promise, whether conditional or unconditional, of any gratification within the meaning of any of the preceding paragraphs (a) to (f).

Government(s): for the purpose of this Code, it shall mean the Federal Government of Malaysia, the state governments, the local governments and unless the context otherwise requires, it shall also mean the foreign governments.

Information: shall mean all communications and all information whether written, visual or oral and all other materials (i) supplied to the Employee during the Employee's employment with Prokhas, (ii) relating to any invention, improvement, report, recommendation or advice given to Prokhas by the Employee in pursuant to his employment with Prokhas, and (iii) concerning the business, associations, transactions or financial arrangements of Prokhas with any other persons or bodies, including other technical or commercial cooperation agreements.

Inventions: shall mean all patentable and non-patentable inventions, discoveries and improvements, processes and know-how, copyright works (including without limitation to computer programs), new designs or the like discovered or created by any Employee in the course of or for the employment or discovered or created by the Employee as a result whether directly or indirectly of anything done by the Employee in pursuant to his duties with Prokhas and/or (as the case may be) based whether directly or indirectly on any item of the Information.

Kickback: Illegal payment either in the form of money, gift, credit or anything of value that enriches a person of power or influence, who uses the power or influence to grant another individual, organisation or company favourable treatment or other improper services.

Management: Management shall mean members of the Management Executive Committee and Head of Departments.

MACC Act: means the Malaysian Anti-Corruption Commission Act 2009 (Act 694) and any amendments thereto.

Managed Company: A company / entity for which Prokhas provides management and / or administrative services by virtue of a management agreement and / or a similar contract entered into between Prokhas and the company / entity.

Political Contribution: Any contribution, made in cash or in kind, to support a political cause. Contributions in kind can include gifts of property or services, advertising or promotional activities endorsing a political party, the purchase of tickets to fundraising events, contributions to research organisations with close associations with a political party for the benefit of that political party and release of Employees with pay from the employer to undertake any political activities or alternatively to stand for office.

Procurement Manual: a manual approved by the Company aiming at providing and establishing a uniformed and efficient procurement process for the Company.

Proprietary Information: Proprietary information is information held by a person or entity concerning the know-how, trade secrets or other information of any kind, whether in printed or electronic format, including but not limited to intellectual property rights, technical information, business processes, customer lists or potential customer information, financial records or operations which is regarded as being confidential in nature (whether or not labelled as confidential or strictly confidential) and belongs to and owned by Prokhas.

PDP Act: means Personal Data Protection Act 2010 (Act 709) and any amendments thereto.

Prokhas or Company: Shall mean Prokhas Sdn. Bhd and its subsidiary companies.

Revolving Door: The employment of a person from public office to a company with the aim of exploiting his experience and contacts in public service for the benefit of the company.

Relative or Relatives: shall have the same meaning given to definition of “relative” as defined in Section 3 of the MACC Act.

Senior Management: Senior Management shall mean members of the Management Executive Committee.

Sexual Harassment: Sexual harassment shall mean any unwanted conduct of sexual nature having the effect of verbal, non-verbal, visual, psychological or physical harassment that might, on reasonable grounds, be perceived by the recipient as placing a condition of a sexual nature on his employment or as an offence or humiliation or threat to his well-being, but has no direct link to his employment.

Suppliers: Suppliers are persons or entities that provide products and render services of any nature to Prokhas.

Strictly Confidential and Confidential Information: Strictly Confidential and Confidential Information shall refer to the Confidentiality Manual and includes:

- a) any information in any form whatsoever not generally known, and proprietary to Prokhas including but not limited to information relating to their processes, operations, trade, products, research, development, purchasing, business, business prospects, transactions, affairs, activities, know-how, intellectual property, accounting, finance, planning, Customers, technology, marketing, merchandising and selling, proprietary trade information, payroll figures, personal data of Employees, Customers’ list, records, agreements and information, technical and other related information, and any books, accounts and records kept by Prokhas for the purpose of its business;
- b) all information disclosed to the Employee or to which the Employee obtains access during his tenure which he has reason or ought to have reason to believe to be Confidential Information and this shall be presumed to be Confidential Information and this shall include (but shall not be limited to) price lists, business methods, customer history, records, information and inventions; and
- c) any such information as described in (a) and (b) above which relate to any of Prokhas Suppliers, agents, distributors and Customers;

but shall not include information which are not related to the operations of Prokhas and / or Prokhas' clients, are publicly known or are made generally available to the public (by way of mass or electronic media, publications such as news releases, sale brochures etc. or any other means of communication that are accessible by the public).

2.2 In this Code, unless the context requires:

- a) The headings in this Code are for convenience only and shall not be deemed to be part hereof or be taken into consideration in the interpretation of this Code;
- b) A reference to any statute, regulation, proclamation, ordinances or by-law amending, consolidating or replacing them and a reference to a statute includes relevant regulations, proclamations, ordinances, by-law issued under that statute and any other re-enactment made thereof.
- c) Words importing the singular include the plural and vice-versa.
- d) Words importing a gender include any gender.

3. RESPONSIBILITIES REGARDING CODE OF BUSINESS ETHICS

3.1 Responsibilities of Management

- a) To ensure that all Employees under their control receive and sign an acknowledgement of receipt of a copy of the Code during the course of employment or when the new Employee reports for duty;
- b) To ensure that Employees are conversant with the Code by providing guidance through conducting on-boarding program for new Employees and other trainings on ethical behaviour and legal compliance relevant to their job responsibilities from time to time;
- c) To ensure that each Employee annually performs and submits the Annual Declaration of Assets form and the Certificate of Acceptance to this Code;
- d) To ensure that all standards, policies and procedures comply with the Code and are communicated to all Employees;
- e) To report any violations of the Code up through the chain of command;
- f) Ensuring that all ethical matters are properly dealt with in accordance with the related policies and procedures; and
- g) To ensure that a record is kept for the Declaration of Assets forms and the Certificate of Acceptance of the CBE received.

3.2 Responsibilities of Employees

- a) To be knowledgeable with the Code and ensure that Prokhas' business is conducted with honesty and integrity and in a professional manner;
- b) To abide by the behaviour embodied in the Code and comply with all legal requirements and Prokhas' policies and procedures;
- c) To keep a copy of the Code for personal reference;
- d) To seek advice and information from their supervisors when needed;
- e) To escalate any violation of the Code as specified in the Whistleblowing Policy;
- f) Ignorance of the Code will not be an excuse; and
- g) The onus is on the concerned Employee to annually complete and submit a new Declaration of Assets together with the Certificate of Acceptance to this Code.

4. OUR DEALING WITH EMPLOYEES

4.1 General

We respect and treat each and every Prokhas' Employee fairly.

We will treat each other with respect and fairness at all times, just as we wish to be treated ourselves. In line with **Prokhas Core Values**, as follows:-

- a) **CARING** - We care for our people, for our clients, and for the community. We value them by putting their interests first ahead of our own.
- b) **INTEGRITY** - We are committed to sincere and transparent work ethics. We hold ourselves accountable for our actions as we believe in the principles of trustworthiness and honesty.
- c) **TEAMWORK** - We recognize the value of working together and the sharing of knowledge for continuous improvement.
- d) **EXCELLENCE** - We excel in what we do and strive to exceed our clients' expectations.

We will value the diversity of the individuals amongst us.

Employment decisions will be based on business reasons, such as qualifications, talents and achievements, and will comply with local and respective employment laws. We are committed to keep personal information of Prokhas' Employees private and confidential. Access to and knowledge of Employees' records will be limited to people in the Company who need the information for legitimate purpose only.

4.2 Harassment

Abusive, harassing or offensive conduct will not be tolerated, whether verbal, physical or visual. Examples include bullying, sexual advances and derogatory comments based on gender, religion, racial or ethnic characteristics, physical appearance and disability.

We do not tolerate any forms of sexual harassment and we ensure compliance with any prevailing Human Resource Policy on Sexual Harassment and Part XVA (Sexual Harassment) of Employment Act 1955 (Act 265).

We are encouraged to speak out when other Employee's conduct makes us uncomfortable, and to report any form of harassment when it occurs.

4.3 Safety, Health and Environment

We are all responsible for maintaining a safe workplace by following the safety, health and environment rules and practices. We are responsible to immediately report accidents, injuries, and unsafe equipment, practices or conditions as per the Incident Escalation Process. Prokhas is committed to keep its workplaces free from hazards.

In order to protect the safety of all Employees, each of us must report to work free from the influence of any substance that could prevent us from conducting work activities safely, effectively and in good health. Wherever necessary, the Company is to provide the required tools and equipment to the respective Employees in order to carry out the required duties and responsibilities.

The onus is on the Employee to declare immediately any dangerous / contagious disease, e.g. AIDS, SARS, Coronavirus etc., that he is afflicted with to the Management.

4.4 Drugs, Alcohol and Prohibited Substances

Employees are strictly prohibited from the use, possession, distribution or sale of illegal drugs, alcohol or prohibited substances while on company premises, vehicles or while conducting company business. No Employee may conduct Prokhas' business while under the influence of drugs, alcohol or prohibited substances.

Employees suspected to be under the influence of illegal drugs, alcohol or prohibited substances shall be required to undertake a special test at authorized Company clinics or designated government clinics or hospitals. Positive test results or refusal to comply with the required test or Company's medical procedures is grounds for disciplinary action including termination.

4.5 Weapons and / or Hazardous Materials

Employees unless authorized and licensed are strictly prohibited from carrying or in possession of any weapons or hazardous materials, imitation or otherwise which could cause death or injury with the intent of threatening or intimidating any person in the conduct of the Company's businesses, in the Company's premises or using the Company's assets.

4.6 Threats and Violence

Threats or acts of violence or physical intimidation are prohibited. Any Employee who has any knowledge of the prohibited conduct or has concerns regarding his safety or the safety of a colleague, customer or supplier must immediately report the matter to the Management.

4.7 Immoral Activities

Employees shall not engage or be involved in any immoral behaviours and activities such as gambling, indecency, obscenity, vulgarity or vices throughout the employment of Prokhas.

Employees are strictly prohibited at any time during business hours or otherwise from using company's assets or premises to be involved in acts of pornography, displaying or viewing pornographic materials and illegal items.

Any violation in this regard shall be dealt with in accordance with the Company's disciplinary policies and procedures.

4.8 Criminal Breach of Trust

Employees who have been trusted with property or dominion over property shall not commit a criminal breach of trust in violation of any law of the country in which the business is conducted.

In the context of Malaysian law, criminal breach of trust is defined under the Penal Code (Act 574).

4.9 Criminal Activities and Wrongdoings

Employees must at all times uphold the good name and reputation of Prokhas during and after office hour. We shall not engage or be involved in any behaviours or activities that may be categorized as subversive or commit any criminal offence punishable under the law.

Whenever an Employee is found guilty by the court of law and/or is found to be involved in subversive activities or criminal offences that may be detrimental to the image and reputation of Prokhas, he shall be dealt with in accordance with the disciplinary policies and procedures and liable in the court of law.

4.10 Offences Relating to Racial and Religious Harmony

Employees shall not cause by words either written or spoken, by sign, visible representation or any act, activity or conduct which can cause disharmony, disunity, or feelings of enmity, hatred or ill-will or prejudices or attempt to prejudice the maintenance of harmony or unity on grounds of religion, belief or race.

4.11 Employees Giving Evidence in Court

Employees who are subpoenaed or required to give evidence in court in any legal proceedings regarding any matter involving and or related to his duties and / or responsibilities in the Company, should first refer it to their immediate superior who will consult with the department primarily in charge of legal related matters respectively.

In order to be properly mandated and advised on the matters required to be disclosed in the court of law, an Employee who is subpoenaed or required to testify and / or to provide information on evidence, as referred to the above, represents Prokhas in the matter, and such Employee who testifies and or provides information without consulting with their immediate superior and the department primarily in-charge of legal related matters shall be subjected to disciplinary actions which may include dismissal.

4.12 Equal Opportunities

- a) Aim
- To ensure that all Employees (which shall include job applicants) will receive equal treatment and opportunity, subject to any written laws which are currently in force in Malaysia.
 - To prevent harassment in the workplace.
 - Every Employee has a personal responsibility to help promote a non-discriminatory working environment which provides equal opportunity for all Employees. Employees are to ensure not to discriminate against and / or harass fellow Employees, clients or suppliers during the course of employment.
 - An Employee should report any discriminatory action or act of harassment of which he is aware of to the Company.

b) Respectful Workplace

We respect the right of every Employee to share their views and opinion. However, it is important for Employees to reflect good manners in sharing opinions, views, suggestions, disagreements and any opinions which must be communicated / shared in a polite, respectful and professional manner.

Be mindful of the choice of words used and tone of language at all times when verbally communicating or when communicating in writing; be it via e-mail, social media or in letter form. Using disrespectful, rude, harassing, or inflammatory statements run counter to the Prokhas Core Values.

When communicating via social media and / or group chats, Employees must be especially mindful that they are communicating within the public sphere and ensure they filter / refine their comments, views, opinions and disagreements to ensure they do not have any adverse implication to the Company's reputation and image.

5. OUR DEALING WITH CUSTOMERS

Prokhas gives total commitment to its Customers.

5.1 Total Commitment to Customers

In line with Prokhas Core Values, Employees must be:-

- a) Proactive in dealing with Customers' needs and try to exceed their expectations;
- b) Sensitive to Customers' needs and requirements; and
- c) Responsive and serve the Customers with conviction and professionalism.

5.2 Service Quality and Safety

In order to maintain Prokhas' valuable reputation, Employees are required to comply with the Company's delivery standard. We may damage the Company's good name and reputation if we deliver services that fail to live up to Prokhas standards.

Commitment made to Customers must reasonably be honoured. If commitment cannot be honoured, feedback must be given to the Customers within agreed timeframes or organizational guidelines.

5.3 Customer Information

We must protect customer information that is sensitive, private or confidential as required under Prokhas' Confidentiality Manual, and other internal policies and guidelines, and also other regulatory requirements provided under the law. Only those who have a need to know could have access to such private or confidential information. In this regard, strict compliance to the requirements of the PDP Act and other written laws in force in Malaysia is a must.

Any request of customer's information by lawyers must be channelled to the department primarily in charge of legal related matters as well as request made by public authority including but not limited to such as The Royal Malaysian Police, Royal Malaysian Customs Department, Malaysian Anti-Corruption Commission etc.

5.4 The Government as Customer

We must take special care and due diligence to comply with all legal and contractual obligations in dealing with the Government. Governments all around the world have specific and varied procurement laws and regulations that have been established to protect public interest.

These laws generally prohibit or put strict limits on gifts, hospitality, entertainment, travel, kickbacks or gratuities to public officials. They also often apply to the hiring of current or recently retired officials and their families, and to any conduct that may be viewed as improperly influencing objective decision-making.

Employees who deal with government officials are responsible for knowing and complying with applicable laws and regulations.

Prokhas as a company shall ensure it does not offer employment to any officials or ex-officials ("revolving door") that it deals or previously deal with as a form of inducement to act for the benefit of the Company during his official position.

5.5 Business Dress and Attire

Employees must ensure that when they have direct contact with Customers, they are not to dress in such a manner or wear clothing that may offend the customer.

Wherever the Company provides uniform or special attire, Employees must abide by the requirement.

6. OUR DEALING WITH SUPPLIERS AND BUSINESS PARTNERS

Building quality relationships with other companies gives Prokhas a competitive advantage.

6.1 Doing Business with Others

In line with Prokhas Core Values, Employees should:

- a) Practice honesty in all our actions and statements. Demonstrate trustworthiness in carrying out all our duties and responsibilities;
- b) Exhibit sincerity in all our interpersonal relationships;
- c) Approach our work with full dedication;
- d) Treat all our stakeholders with fairness;
- e) Treat information with confidentiality; and
- f) To abide with all standard operating procedures and processes.

We will not do business with others who are likely to harm Prokhas' reputation. For example, we will avoid doing business with others who intentionally and continually violate the law. These laws include, for example, employment, safety and anti-corruption statutes.

Suppliers / Business partners may not use the name or logo of Prokhas, without prior written permission from Prokhas.

All dealings and arrangements with third parties must be in strict adherence to the Malaysian laws, particularly the MACC Act, AMLA, Prokhas' Anti Bribery and Corruption Policy and / or other policies or guidelines as deemed fit by the Company.

We will not be involved or engaged with third party that performs any act prohibited by law or against the law. This will be implemented via execution of Integrity Pact or similar document with the third parties.

6.2 Agents and Consultants

Purchasing agreements should be documented and clearly identify the services or commission rates or fees paid to suppliers, dealers, distributors, agents, or consultants and the fees must be reasonable in relation to the value of the work that is actually being done.

Employees are prohibited from corruptly gives, agrees to give, promises or offers, solicits, receives or agrees to receive any kickback and facilitation payment in accordance with the laws of Malaysia.

6.3 Procurement Practices

All procurement decisions must be made solely based on Prokhas' best interests. Suppliers win Prokhas' business based on product or service suitability, capability, price delivery and quality. Other criteria are based on service to be provided, the basis for payment, and the applicable price, rate or fee. The appropriate Approving Authority for all procurement activities is to be referred to the Authority Manual and Procurement Manual.

7. OUR DEALING WITH COMMUNITIES

Prokhas is a responsible corporate citizen in all the communities wherever we do business.

7.1 Personal Community Activities

Prokhas' Employees may support any community, charity or non-governmental organisations and causes of their choice as long as they make it clear that their views and actions does not represent Prokhas' views or position. We must ensure that our outside activities do not interfere with our job performance.

7.2 Communicating to External Audiences

Any requests or queries from the media should be forwarded to the Corporate Communications Department or Chief Executive Officer' in order to ensure professional and consistent handling of the concerns.

Prokhas' Employees are expected to cooperate with reasonable requests for information from government agencies and regulators, and to consult with the department primarily in-charge of legal related matter before responding to any non-routine requests.

All information provided must be accurate. We will not alter or destroy documents or records in response to an investigation or other lawful request.

8. OUR DEALING WITH GOVERNMENTS

As a responsible citizen, it is our obligation to comply with the law.

8.1 Compliance with the Law

Prokhas Employees must take special care to comply with all legal and contractual obligations in dealing with the Government. Federal and state governments have specific procurement laws, regulations, procedures and practices that have been established to protect the public interest. Perceived pressures from supervisors or demands due to business conditions are not excuses for violating the laws.

When there are any questions or concerns about the legality of an action, we are responsible to check with Senior Management.

8.2 Political Contributions

Prokhas shall not make any political contributions or use Prokhas' name, funds, property, equipment or services for the support of political parties, initiatives, committees or candidates. This includes any contribution of value.

8.3 Political Activities

All Employees have the right to participate as individuals in the political activities as guaranteed by the Federal Constitution. However, Prokhas should not be seen to be supporting or giving preference to any political party.

Employees' participation in political activities must be carried out entirely on the Employee's own accord, on their own time and with their own resources. Employees' involvement is to be kept separate from their role and responsibilities as Prokhas Employee. They must ensure that statements made in their political activities are clearly delivered as personal opinion and shall not be construed as Prokhas' position. Employees should not express any political views in such a way that others may think they are speaking on behalf of Prokhas.

Any Employee who wants to actively participate full time in politics or nominated as a candidate in any general or by-election must first resign from Prokhas.

9. OUR DEALING WITH COMPANY ASSETS

We protect the company's assets, including confidential information and use them in the best interest of the Company.

9.1 Protecting Prokhas' Assets

Prokhas' assets are not limited to physical assets entrusted to us, but also include intangible assets such as intellectual property which is not limited to inventions, copyrights, patents, trademarks, technology and trade secret.

Employees are responsible for the protection of all Prokhas' assets used in carrying out their responsibilities and for taking reasonable steps to prevent theft or misuse of, or damage to, such property and may only be used for business purposes and other purposes approved by the Management. Prokhas' assets may never be used for illegal purposes.

Any use of Prokhas' assets or proprietary information by any Employee in other business or personal activities from which the Employee (or others connected to the Employee) might materially benefit is forbidden. All company assets and proprietary information must be returned to Prokhas on cessation of employment.

Equipment, tools, materials, supplies, and Employees' time are to be used only for Prokhas' legitimate business interests. Prokhas' property must not be borrowed, loaned, or disposed of, except in accordance with the appropriate Prokhas' policies and operating procedures.

Just as we must not misuse or misappropriate assets, we must also not, for example, dispose of any Company assets in an unauthorized manner such as by selling, lending or giving it away without proper permission. Disposal of asset shall be in accordance with the Disposal of Asset procedures.

a) Company Assets

All purchases of assets shall follow the Company's prevailing procurement policy and procedures and Authority Manual and any deviation thereto shall require the Chief Executive Officer's approval.

We should be sure that the transaction is genuine and properly documented when spending or committing Company funds and that the Company receives appropriate value in return.

b) Customer or Supplier Assets

In the same way that we are responsible for all physical Company assets entrusted to our care, we are also responsible for assets of our Customers or Suppliers in our custody.

We should treat it as we would treat our own assets, and not damage it, deface it or remove it or for personal use unless authorized to do so.

c) Information Technology (IT) Assets

We at Prokhas are required to understand and strictly comply with Prokhas IT policies and operating procedures, and strictly abide by its terms of use.

9.2 Confidential Information

The Employee must exercise due care and diligence in the discharge of his duties without causing detriment to the interests of Prokhas and shall not (except as authorised in writing or in the proper course of his duties) disclose to any person or otherwise make use of and shall use his best endeavours to prevent the publication or disclosure of any Confidential Information concerning or relating to Prokhas in accordance with the Confidentiality Manual.

All Employees shall keep with complete secrecy all Confidential Information entrusted to him and shall not use or attempt to use any such information in any manner which may or is likely to injure or cause loss, either directly or indirectly, to Prokhas.

The restriction above shall continue to apply after the termination or cessation of the Employee's employment or contract with Prokhas without time limitation , but shall cease to apply to any information or knowledge which has come into public domain otherwise than as a result of a breach of this Paragraph.

In the event the Employee is legally required to disclose any confidential information, he shall immediately notify Prokhas in writing and shall obtain the written authorisation of Prokhas in writing prior to any such disclosure in accordance with the Confidentiality Manual.

The Employee acknowledges and agrees that Prokhas would be irreparably damaged by any breach of the provision of this Paragraph and that, Prokhas shall be entitled to injunctive relief and specific performance in addition to all other remedies available in law.

9.3 Accuracy of Company Records

We require honest and accurate recording and reporting of information in order to make responsible business decisions. This includes such data on quality, safety, and personnel records, as well as all financial records.

All financial books, records and accounts must accurately reflect transactions and events, and conform to the Malaysian Financial Reporting Standards (MFRS), Companies Act 2016 and / or other prevailing statutory accounting standards as well as other Prokhas' policies and system of internal controls.

No false entries may be made. When a payment is made, it can only be used for the purpose spelled out in the supporting document.

All Employees are responsible for the proper expenditure of Prokhas' funds.

No secret fund of the Company's cash or other unrecorded assets shall be set up for whatever purpose.

We should be sure that the transaction is genuine and properly documented when spending or committing Prokhas' funds.

9.4 Communicating, Recording and Retaining Business Communications

All business records and communications should be clear, truthful and accurate. Business records and communications often become public through litigation, government investigations and the media. We will avoid exaggeration, colourful language, guesswork, legal conclusions, and derogatory remarks or characterizations of people and companies. This applies to communications of all kinds, including e-mails and informal letters and/or memos.

Records should always be retained by respective departments. Approval from the appropriate level of authority must be obtained in writing in the event that business records and communication are to be destroyed.

9.5 Sharing Best Practices

The Company allows and encourages sharing of documents, information and knowledge with another company or organization for the purposes of sharing better practices provided that the information and knowledge shared **are not regarded** as proprietary information and not detrimental to or adversely affecting the Company's business and competitive advantage. The sharing of documents, information and knowledge is to be conducted in accordance with the Confidentiality Manual.

9.6 Dealing with Personal Data

Personal data relates directly or indirectly to a data subject, who is identified or identifiable from that information or from that and other information in the possession of a data user, including any sensitive Personal data and expression of opinion about the data subject. For example: name, identity card number, date of birth, mobile number, loan / financing details and, etc.

PDP Act regulates the processing of Personal Data in regards to the Company's day-to-day business transaction.

All Employees must exercise due care and diligence in the discharge of his duties without causing detriment to the interests of Prokhas and must fully comply with all relevant provisions of the PDP Act.

10. CONFLICT OF INTERESTS

We operate and make business decisions based on the best interests of Prokhas. Prokhas expects all Employees to be free from actual or potential conflicts of interest.

10.1 General Considerations

Business decisions and actions must be based on the **best interests of Prokhas, and must not be motivated by personal interest, considerations or relationships**. Relationships with prospective or existing Suppliers, Customers, competitors or regulators **must not affect our independent and sound judgment**.

Conflict of interest will arise where an Employee's ability to perform his Company duties effectively and impartially is potentially impaired by an outside appointment relationship or activity. Employees should not take improper advantage of their positions as Employees of the Company or of information obtained in the course of their employment. Similarly, Employees should not be concentrating unduly on outside activity and lessen their contribution to their work in the Company.

Employees should take this Code into account when forming their own judgment about any outside role, relationship or activity concerning them. Employees are expected to exercise basic common sense in avoiding any conflict of interest. They are expected to act in a manner consistent by giving their full-time services to the Company and to avoid situations that might give rise to questions as to whether they have acted in the best interests of the Company. On occasions, however, the question of whether or not conflict of interest exists may be less clear and open to interpretation. Whenever such a case arises the Employees concerned should consult the Senior Management or the department primarily in-charge of human resource related matters.

The following should, therefore, be treated as being general guidelines that all Employees should comply with.

10.2 Outside Business Appointment, Directorships / Undertakings

The general rule is that Employees may not accept employment in or undertake work for or receive payments for services from other companies, firms or organisations, especially any of Prokhas' competitors, customers, distributors or suppliers.

Any external formal business appointment or undertaking, whether as Employee, executive or non-executive director, active partner, adviser, agent, manager or consultant, whether on a paid or gratuitous basis may only be undertaken in exceptional cases and only with the written permission of the Chief Executive Officer or any other Senior Management authorised by the Chief Executive Officer. However, this rule is not applicable for any appointment made by the Government and the Company.

Notwithstanding the above, the Company acknowledges that some Employees may wish to engage in non-binding arrangement on part-time basis such as but not limited to freelancing and micro business-related activities as defined by National Entrepreneur & SME Development Council (NESDC), whether such participation involves working as an independent agent for a short-term, flexible or temporary commitment. Any involvement in the aforesaid arrangements must be notified in writing to the head of department primarily in-charge of human resource related matters and copied to the respective Head of Department.

Any outside activity must be strictly separated from Prokhas employment and should not harm job performance at Prokhas. We must make sure that the skills we learn and use at Prokhas are not used in such a way that could adversely affect the business of Prokhas.

Employees are not allowed to accept outside directorships or become partners in entities, which are either listed on the Company's list of authorized Suppliers of any tier that have any form of business dealings with the Company directly or indirectly.

10.3 Relative or Close Personal Friendship Interests

Employees whose relatives, associates or close personal friends have interests (whether this be in the form of directorships, partnerships, consultancies, advisories or through agencies) in entities, whether or not on the Company's list of authorized Suppliers of any tier which have any form of business dealings with the Company whether directly or indirectly, and who are involved in any decisions regarding the dealings (whether directly or indirectly) with such entities in the course of their duties with the Company, should declare to the Chief Executive Officer or any other Senior Management authorised by the Chief Executive Officer in writing of such interests prior to being involved in such decisions or entering into any such dealings.

Employees must also disclose to the Chief Executive Officer or any other Senior Management authorised by the Chief Executive Officer, if any of their relative works or provides any kind of services whether direct or indirect to any Suppliers, or consultants. Employees shall avoid or abstain from participating or making decision involving such deals.

Notwithstanding the above, as an Employee, we have to also take note of Section 3 of the MACC Act which provides a wider definition of the word relative, and Employee may be charged for various offences under the MACC Act if it is proven that the Employee has used his office or position for any gratification for himself or his relative.

10.4 Contractual Dealings with Employees

The Company shall not purchase or lease property, equipment or materials from or enter into contractual arrangements (other than employment contracts) with its Employees, except in exceptional circumstances and unless authorized in writing by the Chief Executive Officer or any other Senior Management authorised by the Chief Executive Officer.

10.5 Proprietary Information

Employees must not disclose proprietary information to any person both within and outside of Prokhas unless authorized to do so or to third parties for example independent consultants, external auditors and solicitors, who are bound by secrecy obligations or a professional code of ethics prohibiting disclosure of such proprietary information in accordance with the Confidentiality Manual. This includes, as prohibited, any disclosure of proprietary information to relatives and friends.

It is the Employee's responsibility to know what information is confidential and to obtain clarification when in doubt. This obligation continues even after leaving the Company.

The use of the Company's information for personal gain is strictly prohibited. In particular, Employees should not trade the Company's information or conduct "information brokering" with unauthorized parties.

Where proprietary information is entrusted to persons outside of the Company, efforts must be made to ensure the continuing protection and confidentiality of that proprietary information. Within the Company, proprietary information should only be disclosed on a "need-to-know" basis.

Employees must not use proprietary information for unauthorized purposes. They must also take reasonable care to protect proprietary information against loss, theft, unauthorized access, alteration, or misuse. Departing Employees who have had access to Prokhas proprietary information will be reminded of their continuing responsibility to protect it and maintain its confidentiality.

Any information that is lawfully within the public domain can be exchanged or disclosed by Employee to competitors in the course of carrying out their duties. However, any other information that is commercially sensitive, for example any pricing-related data such as margin and supply costs (whether current or historical) that may enable the competitor to reasonably deduce our business strategy and future pricing intentions must not be disclosed or exchanged.

10.6 Gifts, Hospitality, Entertainment and Travel

Gifts, hospitality, entertainment and travel (“GHET”) means anything of value, monetary or non-monetary, including without limitation, discounts, paid conferences (including virtual seminar and conferences), loans or other securities, prizes, transportation, travel (flight tickets, pleasure trips, accommodation, holidays, tickets to cultural or sporting events, use of vacation facilities and/or meals, lunches / dinners, tangible goods including food, hampers, mobile phones etc.), preferred allocations of stocks / shares and special privileges.

No Employee may directly or indirectly offer, promise, give or accept or authorize giving or accepting of money or anything else of value to or from any other party in order to obtain an improper advantage or otherwise induce a person to improperly perform their employment or official duties.

It is the responsibility of Employees to inform external parties involved in any business dealings with Prokhas that the Company practices a “**No Gift Policy**” and to request the external party’s understanding for and adherence with the Company’s Anti Bribery and Corruption Policy based on zero tolerance towards bribery and corruption.

In dealing with GHET, all Employees are required to adhere to the followings based on the conditions as specified in Table 1 and Table 2 below: -

- a) Receiving or giving monetary gifts (such as cash, vouchers, and cash equivalent) is strictly prohibited.
- b) Non-monetary gifts of a nominal value are permitted: receiving or giving non-monetary gifts is permitted if the gift is customary and of nominal value such as a pen, calendar, or a small promotional item.
- c) Business meals are a common practice in today’s business environment. Entertainment and / or corporate hospitality involving a business-related meal, provided that the value of the entertainment must remain modest.
- d) Employees are required to seek approval for any GHET that is given or receive in the course of their work (including any gifts for the festive seasons).
- e) Employees may accept transportation and lodging provided by the Suppliers or other third parties subject to approval requirements as specified in Table 1 below.

Even if it may appear disrespectful to refuse a gift from an external party, nevertheless, if there is a Conflict of Interest situation (e.g. bidding is in progress and the company that gave the gift is one of the bidders) then clearly the Head of Department cannot approve acceptance of the said gift. In this situation, **the gift must be politely returned with a note of explanation about the Company’s “No Gift” policy.**

In the event the Head of Department approves the acceptance of the gift in circumstance other than the above, he must also determine the treatment of the gift whether to:

- a) donate the gift to charity; or
- b) hold it for departmental display; or
- c) share with other Employees in the department; or
- d) permit it to be retained by the Employee.

In determining the above, respective immediate supervisor (minimum Head of Department level) are expected to exercise proper care and judgment in each case, taking into account pertinent circumstances including the character of the gift, its purpose, the position / seniority of the person(s) providing the gift, the business context, reciprocity, applicable laws and cultural norms.

The intention behind a GHET being given or received should always be considered. If there is any uncertainty, please refer to the Company's Anti-Bribery & Corruption Policy and seek advice of the Senior Management at all times.

GHET given and received are to be recorded, documented, and appropriately reported in accordance with requirements based on conditions which are summarized in Table 1 and Table 2 below.

In executing the receiving and giving of GHET, Employees are required to immediately record the GHET in the **Gifts Register Desktop (GRD)** and / or any other form as determined by the department responsible in managing human resources in the Company.

Table 1 – RECEIVING GHET

ITEMS		GRD	
		Recording	Endorsement
Receiving GHET (excluding meals & travel)	RM200 and below per item	Yes	Not Applicable
	above RM200 per item	Yes	Immediate supervisor (minimum Head of Department level)
Meals		Yes	Not Applicable <i>Use good judgment when accepting business meals invitation.</i>
* Travel	** Involves Family	Yes	Prior endorsement from the CEO is required. <i>(Attachment is mandatory)</i>
	Not Involving Family	Yes	Prior endorsement from immediate supervisor (minimum Head of Division level) is required. <i>(Attachment is mandatory)</i>

Note :

1. * Travel which are not paid by the Company and shall be defined as:-
 - i. travelling out of Malaysia; or
 - ii. mode of travel other than by private vehicle; or
 - iii. accommodation provided.
2. ** In cases where the Travel involves family, the Employee must declare to the Company and the third party that bear the travelling cost and, the cost and expenses incurred relating to family must be borne by the Employee.

TABLE 2 – GIVING OF GHET

ITEMS		GRD	
		Recording	Endorsement
GHET to Public Officials	Prokhas corporate gift items with the Company name / logo.	Yes	Not Applicable
	Meals	Yes	Not Applicable <i>Use good judgment when giving business meals to public officials</i>
	Other than the above.	Yes	Prior endorsement from the CEO is required
GHET to Non-Public Officials	Meals	Yes	Not Applicable <i>Use good judgment when giving business meals</i>
	Others	Yes	Not Applicable

Note: Approval to purchase / reimburse shall be subject to the Company's Authority Manual

10.7 Sponsorships and Donations

The Company allows donation to charities as part of its corporate social responsibility initiatives, whether through services, knowledge, time or direct financial contributions (cash or otherwise). However, such initiatives must be carefully examined for legitimacy and not be made to improperly influence a business outcome.

Employees must be careful to ensure that charitable contributions and sponsorships made on behalf of the Company are not used to facilitate and conceal acts of bribery.

The Company will ensure all charitable donations and sponsorships made are legal and ethical under local laws, relevant guidelines and practices, and that charitable donations and sponsorships are offered or made in accordance with the Authority Manual.

10.8 Public Service, Recreational, Sporting and Community Activities

Generally, Employees may participate in voluntary public service, recreational, sporting, welfare and other community activities outside working hours. This is explicitly reflected in Paragraph 7.1. Sometimes, however, these activities fall too heavily on certain individuals and the effectiveness of their work for the Company may, thereby, be diminished. The general rule is that Employees invited to serve on local bodies, non-profit organisations or as appointed or elected officials must be able to combine their outside activities with full-time Company employment. Such Employees must be able to discharge their dual responsibilities satisfactorily both in respect of the time taken up by the outside activity and the compatible nature of the duties involved.

Employees wishing to serve on statutory or public bodies must obtain the Chief Executive Officer's prior written permission. Employees who consider it sufficiently important for them to take time off during working hours to perform their duty must first obtain permission from their immediate superior.

However, helping the community by serving on boards of non-profit or community organizations does not require prior approval so long as the activities are not to the disadvantage of Prokhas and should not adversely affect Employees' job performance at Prokhas.

10.9 Disclosures and Declarations

All executives must declare their assets to the Chief Executive Officer using the prescribed Annual Declaration of Assets Form. The department primarily in charge of human resource shall coordinate, compile and ensure the safekeeping and the confidentiality of the Declaration of Assets Forms.

11. FIGHTING BRIBERY AND CORRUPTION

11.1 Compliance to Laws

We are expected to comply with the MACC Act, AMLA and all other anti-bribery and anti-corruption laws and regulations, domestic and international and treaties of the countries where we do business.

Any Employee of Prokhas shall not indulge in any corrupt practices as it may expose himself to prosecution for various offences under the MACC Act and it may also expose the Company to prosecution under Section 17A of the MACC Act.

11.2 Bribery and Corruption

We are prohibited from accepting or soliciting, giving or offering any form of gratification as an inducement or reward to do or forbear any act in relation to any matter in which any Business Partners, friends or Families has an interest whether directly or indirectly.

Our Business Partners are also prohibited from offering and / or giving any form of gratification to us as an inducement or reward for us to use our office or position when making any decision or take any actions in relation to any matter in which the Business Partners, friends or Families have an interest whether directly or indirectly.

In the event that any request for bribe is received or any offer for bribe are being made, it is our duty to submit together with the full and true description and, if known, the name of the person who solicited, or obtained or attempted to obtain the gratification as provided under Internal Notification Procedures on Paragraph 12 of this Code.

Any offence of accepting, soliciting, giving or offering of any form of gratification will be dealt with under the MACC Act or any other applicable laws.

12. INTERNAL NOTIFICATION PROCEDURES

All Employees should be alert and sensitive to situations that could result in actions by themselves, or others, which might violate this Code.

If an Employee is uncertain about what is proper conduct in a particular situation or wishes to raise any matter arising in connection with the activities of the Company or behaviour of any Employee which knowingly or unknowingly may have violated this Code, it is the Employee's obligation to refer to the **Whistleblowing Policy**.

It is Prokhas wish to create an ethical environment across the organisation from which we can all benefit. The Company undertakes that if any concerns are raised, arising from this Code, every reasonable effort will be made to maintain the confidentiality of the person raising the issue or concern. The Prokhas Board and Management shall support the individual who reports in good faith. It will be dealt without fear of retaliation or reprisal.

13. REVIEW OF THE CODE

To reflect the Company's dynamic nature, the Code may be revised in future to suit the Company's needs and circumstances from time to time based on changes in the Company's policies and / or the law that affects the Company and our business requirements.



CERTIFICATION OF COMPLIANCE
TO THE CODE OF BUSINESS ETHICS

(Revised August 2023)

I hereby certify that I have read and understood Prokhas Code of Business Ethics (the “Code”) and I understand that the Code applies to all Employees and other representatives of the Company including agents, consultants, and Suppliers of Prokhas.

I agree that any business decisions and actions that I am dealing with, shall be based on the best interest of Prokhas and shall not be motivated by personal interest, considerations or relationships. My relationships with prospective or existing Suppliers, Customers, or regulators shall not affect my independent and sound judgment on behalf of the Company.

I also certify that neither I, my spouse, dependant, nor any of my immediate relative has shares, conducts business, has other direct or indirect financial interest or liability or serves as an officer, director, committee member or Employee of any business entity that will have potential interference or affect any of my business decisions and area of responsibilities.

I further certify that I do not know of any other matters, including relative or personal relationship, as defined by Malaysian Anti-Corruption Commission Act 2009 (Act 694) which might give rise to an apparent or possible conflict of interest involving my present employment.

I also certify that I do not perform any outside employment or activity that conflicts with my official duties.

I am also aware of the prohibitions regarding *GHET* acceptance from any business entity with whom I am dealing with, and I certify that I have not violated those prohibitions.

I hereby agree that I will fully comply with all provisions of the Code and understand my responsibility to immediately report any known or possible conflict of interest situations or suspected violations to my immediate supervisor and / or the Management.

I also certify my understanding that any failure by me to comply with this Code may result in disciplinary action taken against me, up to and including dismissal.

I CERTIFY THAT THIS STATEMENT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature : _____

Name : _____

Staff Number : _____

Designation / Department : _____

Date : _____



PERAKUAN PEMATUHAN

KOD ETIKA PERNIAGAAN

(kemaskini Ogos 2023)

Saya dengan ini mengesahkan bahawa saya telah membaca dan memahami Kod Etika Perniagaan Prokhas ("Kod") dan saya memahami bahawa Kod ini terpakai kepada semua kakitangan dan wakil-wakil Syarikat yang lain termasuk ejen, perunding, dan pembekal Prokhas.

Saya bersetuju bahawa apa-apa keputusan dan tindakan yang berurusan dengan saya, hendaklah berdasarkan kepentingan terbaik Prokhas dan tidak boleh didorong oleh kepentingan peribadi, pertimbangan atau hubungan. Hubungan saya dengan bakal atau Pembekal sediaada, Pelanggan, atau pengawal selia tidak akan menjejaskan pertimbangan bebas bagi pihak Syarikat.

Saya juga mengaku bahawa saya, isteri saya, tanggungan saya atau mana-mana ahli keluarga terdekat saya tidak mempunyai saham, menjalankan perniagaan, mempunyai kepentingan lain secara langsung atau tidak langsung atau liabiliti kewangan atau berfungsi sebagai pegawai, pengarah, ahli jawatankuasa atau pekerja mana-mana entiti perniagaan yang akan mempunyai gangguan yang mungkin berlaku atau menjejaskan mana-mana keputusan perniagaan saya dan kawasan tanggungjawab.

Saya juga mengesahkan bahawa saya tidak mempunyai pengetahuan mengenai apa-apa perkara lain, termasuk keluarga atau hubungan peribadi, seperti yang ditakrifkan dalam Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 (Akta 694) yang mungkin menimbulkan konflik jelas atau mungkin kepentingan yang melibatkan pekerjaan saya.

Saya juga mengaku bahawa saya tidak melakukan sebarang pekerjaan luar atau aktiviti yang bercanggah dengan tugas rasmi saya.

Saya juga sedar tentang larangan mengenai penerimaan *GHET* dari mana-mana entiti perniagaan dengan siapa saya berurusan, dan saya mengesahkan bahawa saya tidak melanggar larangan tersebut.

Saya dengan ini bersetuju bahawa saya sepenuhnya akan mematuhi semua peruntukan Kod dan memahami tanggungjawab saya dan akan dengan segera melaporkan sebarang konflik yang diketahui atau mungkin situasi kepentingan atau pelanggaran yang disyaki kepada penyelia saya serta-merta dan / atau Pengurusan.

Saya dengan ini mengesahkan dan memahami bahawa sekiranya saya tidak mematuhi Kod ini boleh menyebabkan tindakan tatatertib diambil terhadap saya, termasuk tindakan pemuangan kerja.

SAYA MENGAKU BAHAWA KENYATAAN INI ADALAH BENAR DAN BETUL BERDASARKAN PENGETAHUAN SAYA.

Tandatangan : _____
Nama : _____
No. Pekerja : _____
Jawatan / Jabatan : _____
Tarikh : _____