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# KJCF's CODE OF CONDUCT

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## **CODE OF CONDUCT**

### **FOREWORD TO EMPLOYEES**

This Code of Conduct (the "Code") contains policies and guidelines relating to the standards and ethics that all employees are expected to adhere to in the course of their work. It is designed to maintain discipline and order in the work place among employees of all levels. It also sets out the circumstances in which such employees would be deemed to have breached the Code and the actions that can be taken against them if they do so.

The specific procedures on the application of the policies referred to in the Code will be spelled out in the Company's policies and procedures documents.

The Company reserves the right to amend, delete or augment any provision in this code as and when it deems necessary.

**YEOH JIN HOE**

**Group Managing Director**

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## DEFINITIONS

The following definitions shall apply unless otherwise expressly stated in the Code:

<b>Company</b>	Kian Joo Group of Companies
<b>Confidential Information</b>	<p>Any information pertaining to the Company, its business or any other matter which:</p> <ol style="list-style-type: none"> <li>The Company reasonably believes that the release of the information will be injurious to it or advantageous to trade its rivals.</li> <li>The Company reasonably believes that the information is not already made public; and</li> <li>The above two (2) criteria are to be judged in the light of usage and practice in the industry in question.</li> </ol>
<b>Employee</b>	<p>A person under the employment of the Company including permanent, contract, internship, and temporary employment. Where an employee is employed under a contract, the terms and conditions of his contract shall apply where they differ from the policies in this Code.</p>
<b>HRD</b>	<p>Human Resource Department of the Company in which the relevant employee is under employment.</p>
<b>Prohibited Substances</b>	<p>Alcoholic beverages, controlled substances and dangerous drugs except for those made available to an employee under a doctor's prescription.</p>

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All reference of the masculine gender shall include the feminine gender unless otherwise expressly stated. All words importing the singular number shall include the plural number and vice versa.

## **1. PROFESSIONAL CONDUCT**

All employees shall observe and adhere to the highest standards of professional conduct. They should, in all respects and at all times, conduct themselves with integrity, propriety and decorum and must not under any circumstances, commit any act or omission that would bring damage to the Company, its property, reputation or general interests.

Employees are expected to have respect and tolerance for other cultures and religions than those of their own whether locally or overseas and shall conduct themselves in accordance with accepted standards of behaviour.

The Company does not tolerate any form of abusive or coercive behaviour whether verbal or otherwise, physical violence or sexual harassment among its employees.

## **2. ATTENDANCE / PUNCTUALITY**

All employees are required to observe the stipulated working hours of the Company.

As indicated in the collective agreement. Where there is no CA, the following applies:

- a. If an employee is unable to commence work on time on any particular day, he must inform his immediate supervisor by telephone at the earliest available opportunity and in any event no later than 12 pm on that day.
- b. Late attendance by an employee will be recorded in the respective employee's attendance record maintained by the HRD.
- c. If an employee is late for work on more than three (3) occasions in a month an appropriate caution letter will be issued to the employee by the HRD.

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- d. If the employee persists in late attendance and without good reason, he shall be subject to disciplinary action at the discretion of the HRD. For the purpose of this section, "good reason "shall be constructed as a reason which is not, in the opinion of the HRD, frivolous, trivial, inconsequential or flippant.
  
- e. An employee who is unable to attend work because of illness should submit his original medical certificate to his respective Head of Department on the day he returns to work. Unless an employee is on medical leave, he will be required to apply for a full day's leave if he intends to be absent from work for more than (3) hours on that particular day.
  
- f. An employee must not, without good reason, be continuously absent from work for more than two (2) consecutive working days without having obtained prior approval for leave relevant from his superior. If the employee was not able to obtain such prior approval, he must inform his superior or the HR of the reason for such absence at the earliest opportunity during such absence.

### 3. APPEARANCE

All employees must be suitably attired and groomed at all times at the work place. They are expected to maintain a dignified appearance and be neat, presentable, clean and tidy.

Uniformed staffs are expected to wear their respective uniforms at all times in the work place during working hours.

Casual attire including t-shirts, sport shoes, slippers and sandals are not allowed in the work place during working hours.

On Fridays, non-uniformed employees are permitted to adopt smart business casual attire.

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#### 4. ALCOHOL AND DRUG ABUSE

Prohibited substances may not be brought, kept, consumed, sold, purchased or dealt with in any way on the Company's premises.

- a. Employees shall not report for work or carry out their duties in the course of their employment under the influence of alcohol or drugs of all or any of the above substances.
- b. If an employee is taking medication which renders him unable to carry out his duties in a manner that will jeopardize the safety of himself and / or the other employees, he must relevant inform his supervisor or the HR Manager accordingly.
- c. If an employee knows or suspects that an employee is using, taking, consuming or dealing with any prohibited substances, he must inform his immediate supervisor or the HR Manager immediately. The Company also encourages employees to bring their personal drinking or drug problem to the attention of their supervisor (who shall inform the HR Manger accordingly without delay) or the HR Manager directly.
- d. The Company may from time to time at its sole discretion require employees to be randomly tested for the use of illegal drugs and substances. Refusal by the employee to undergo such a test may warrant appropriate disciplinary action to be taken by the Company as it deems fit.
- e. The HRD shall be responsible for determining the details of such misconduct or problem and the appropriate action to be taken against the said employee, which may include, without limitation, reprimand, suspension or dismissal. The HRD may, if it considers appropriate in the circumstances, submit a report



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of such misconduct to the management together with its recommendation of the appropriate disciplinary action to be taken against the said employee.

## 5. CODE OF ETHICS

### 5.1 Commitment

- a. All employees shall, in the course of their employment with the Company and in carrying out their duties and responsibilities in respect thereof, diligently and to the best of their ability to perform such responsibilities and responsibilities as may from time to time be assigned or designated to them.
- b. All employees are expected at all times to promote and advance the interests of the Company and shall not do anything to bring disrepute to the Company.
- c. All employees shall obey, comply with and observe rules, regulations, procedures, practices, orders, directives and policies of the Company, whether expressed or implied in law or by custom and practice.

### 5.2 Confidentiality

**5.2.1** No employee is permitted whether during or after termination of their employment with the Company, to discuss or divulge confidential information relating or pertaining to the Company directly or indirectly to any person or company unless:

- a. Such information has previously been made public knowledge; or
- b. Upon express direction or with the express approval of the company; or
- c. Required, compelled or obliged to do so by law.

**5.2.2** Employees should not discuss whether among themselves or with others, within the workplace or outside the Company's premises, confidential information regarding the Company, its business partners, its customers or clients, its employees or any other confidential information except in the course of carrying out the Company's business.

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**5.2.3** It is the Company's policy that any information pertaining to the Company in any way whatsoever and which is not generally available to the public shall be treated with the utmost confidence. Such information must not be shared or used by any employee whether directly or indirectly to influence an investment decision in connection with the purchase or sale of securities.

**5.2.4** The first obligation of any employee who receives a subpoena or other request seeking the disclosure of confidential information pertaining to the Company is to contact his immediate supervisor or HR Manager for guidance.

**5.3 Spreading any kind of Publication using the Social Media**

All employees are strictly restricted from spreading any kind of pictures or caricatures or write-ups of any other employee of the Company in any social media that may cause or injure the reputation or the image of the employee concerned and or the Company itself unless written consent is obtained from the Management.

**5.4 Insubordination and inefficiency**

An employee shall not commit any act of wilful refusal, insubordination or disobedience of any lawful and reasonable instruction of his supervisor / manager including refusal to perform assign work, being inefficient and deliberately slowing down causing the quality of work and / or the quantity of work to be adversely affected.

**5.5 Conflict of Interest**

- a. An employee cannot during his employment with the Company, engage directly or indirectly in any other business or occupation whether as principal, agent, servant or broker while still in the employment of the Company.
- b. He is also not permitted to engage in any activity, which can be detrimental, directly or indirectly, to the interest of the Company.

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- c. An employee may acquire or hold shares in any public quoted Company. However, he must seek prior approval from the Company if he intends to acquire substantial shareholding (s) in any such company (as defined in the Companies Act, 1995) or hold directorship (s) in the same Company.
- d. An employee is not allowed to participate in or influence the purchase of goods and services from any company or person in which or through which that employee has or will obtain a direct or indirect interest or benefit.
- e. Upon receipt of the Code, all affected employees must declare all such interests as described in the Declaration Form for Conflict of Interests and particular attention must be paid to the notes thereto, which explain the types of interests that must be declared.
- f. Any proposal made by any employee for an unsolicited offer to purchase any or all of the equity interests of any of the companies in the Group will be viewed as an event which may give rise to a conflict of interest if such employee continues employment with the Group. Accordingly, such employee shall tender his resignation immediately.

## **5.6 Gifts or Favours**

It is the policy of the Company that no employee or any member of their immediate family accepts any form of gifts or favours from contractors, suppliers, clients / customers, or any other party having business dealings with the Company.

Employees shall report all gifts received to their respective Head of Department or immediate superior and handover such gifts to the HR Manager or appointed Manager.

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All employees shall, if in doubt as to the nature or purpose of the gift or favour consult the HR Manager who shall decide, in consultation either with or through his own accord, the course of action in respect of such gifts or favour. Gifts which cannot be accepted by the employee as stipulated above shall be:

- a. Returned to the donor; or
  
- b. If such return is not possible or impracticable (including food and perishable items goods) such gifts shall be retained by the appointed Manager of the Company for distribution to all employees or to recognized charitable organizations, or to other organizations / persons as the Company may deem fit. Any employee found to have received gifts or favours in contravention to the above provisions shall be subjected to disciplinary action.

### **5.7 Graft and Invitation to Graft**

An employee shall not in any manner or form offer on behalf of the Company or receive an offer of graft or a bribe for his own benefit, or the benefit of his relatives or spouse.

### **5.8 Abuse of Power**

The act of using position of power in an abusive way and this can take many forms such as taking advantages of someone, gaining access to information that shouldn't be accessible to the public, or just manipulating someone with the ability to punish them if they don't comply. It may also consist of conduct that creates a hostile or offensive work environment, which includes, but is not limited to, the use of intimidation, threats, blackmail or coercion. Decisions made through the proper use of managerial and supervisory responsibilities are not considered as abuse of authority.

Any employee, who subjects to abuse of power shall follow clause 7.5 Grievances Procedure. Meanwhile, any employee commits abuse of power shall be subject to disciplinary action (Please refer clause 7.0)

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### 5.9 Anti - Money Laundering

“Money laundering,” is generally defined as the process of taking funds obtained through illegal activities and making those funds appear legal. Money laundering can be used by terrorist organizations, tax evaders, drug smugglers, by those engaged in bribery, or anyone who receives money through illegal activities.

#### **Step for compliance:**

- a. Never become involved in money laundering.
- b. Know your business partners: where appropriate, conduct integrity assessments and other due diligence and be familiar with their business practices.
- c. Monitor financial activity: observe and record payments and transactions consistent and with all established policies and procedures.
- d. Keep complete records: keep current, complete and accurate records of every business transaction.
- e. Raise concerns where you see them.

## 6. SEXUAL HARASSMENT

It is the policy of the Company to promote a safe and healthy working environment that fosters mutual respect where individual employees irrespective of status or position are treated with dignity and free from sexual harassment.

Employees are strictly prohibited from engaging in any form of harassment, humiliation and intimidation of sexual nature.

### 6.1 Definition of Sexual Harassment

For the purpose of this code, sexual harassment is defined as:

- a. That might, on reasonable grounds, be perceived by the recipient as placing a condition of a sexual nature on his employment.

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b. That might, on reasonable grounds, be perceived by the receipt as an offense or humiliation, or a threat to his wellbeing, but has no direct link to his employment.

6.1.1 Sexual harassment can occur between individuals of different sexes or of the same sex. Based on the above definition, sexual harassment may be divided into two categories, namely sexual coercion and sexual annoyance.

a. Sexual coercion is sexual harassment that results in some direct consequence to the victim's employment. An example of coercive sexual harassment of this kind is where a superior, who has power over salary and promotion, attempts to coerce a subordinate to grant sexual favours. If the subordinate accedes to the superior's sexual solicitation, job benefits will follow. Conversely, if the subordinate refuses, job benefits are denied.

b. Sexual annoyance, the second type of sexual harassment is sexually-related conduct that is offensive, hostile or intimidating to the recipient, but nonetheless has no direct link to any job benefit. However, the annoying conduct creates a bothersome working environment which the recipient has to tolerate in order to continue working. Sexual harassment by an employee against a co-employee falls into this category. Similarly, harassment by a Company's client against an employee falls into this category.

6.1.2 Sexual harassment in the workplace includes any employment-related sexual harassment occurring outside the workplace as a result of employment or employment-related responsibilities sexual harassment may take place include, but are not limited to the following:

- a. At work-related social functions;
- b. In the course of work assignment outside the workplace;

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- c. At work-related conferences or training sessions;
- d. During work-related travel;
- e. Over the phone; and
- f. Through electronic media

6.1.3 It is essential to emphasize that sexual harassment refers to sexual conduct which is unwanted and unwelcome to the recipient. It is also a sexual conduct and which is imposed on unsolicited or unreciprocated by the recipient.

## 6.2 Forms of Sexual Harassment

Sexual harassment encompasses various conducts of a sexual nature which can manifest themselves in five possible forms, namely:

- a. Verbal harassment: e.g. offensive or suggestive remarks, comments, jokes, kidding, teasing, sounds, inquiries or discussions about sexual activities or other verbal abuse;
- b. Non-verbal / gestural harassment e.g. leering or ogling with suggestive overtones, licking lips, holding or eating food provocatively, hand signal or sign language denoting sexual activity, persistent flirting;
- c. Visual harassment e.g. showing pornographic materials, writing sexually suggestive letters or other written materials, sexual exposure;
- d. Psychological harassment e.g. repeated unwanted social invitations, proposals for dates or physical intimacy;
- e. Physical harassment e.g. inappropriate touching, patting, pinching, stroking, grabbing, hugging, kissing, fondling, brushing up against the body, or coerced sexual intercourse sexual assault.

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### **6.3 Disciplinary Action**

All employees including supervisors and managers will be subject to disciplinary action up to and including dismissal for engaging in sexual harassment. Employees who make false and malicious complaints of sexual harassment as opposed to complaints that are made in good faith will also be subject to disciplinary action.

An independent and thorough investigation in a manner that is as confidential as possible under the circumstances will be carried out on all complaints received alleging sexual harassment.

### **6.4 Complaints Procedure**

Due to the sensitive and personal nature of sexual harassment complaints, employees who believe them to be aggrieved under this policy should, within seven (7) days from the date of the purported incident direct his / her grievance to the HRD.

It is necessary that such complaints be made direct to the HRD, so as to ensure maximum confidentiality and to minimize embarrassment to the complainant especially at the time of reporting and in the course of investigation into the complaint.

The complainant and alleged harasser will both be interviewed as will any individual who may be able to provide relevant information. An accurate record of the objectionable behaviour or misconduct is needed to resolve a formal complaint of sexual harassment. Verbal reports of sexual harassment must be reduced to writing by either the complainant or the individual who receive the complaints and must be signed by the complainant. Employees, who believe that they have been or are currently harassed, should maintain a record of the objectionable behaviour in order to substantiate their allegations. If the investigation reveals evidence to support the complaint of sexual harassment, a Domestic Inquiry will be conducted against the alleged harasser.

Regardless of the outcome of a sexual harassment complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be



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protected from any form of retaliation by either co-workers or superiors. This includes demotion, unwanted transfer, denial of opportunities within the company, as well as harassment of the employee as a result of his/her having made a complaint or having provided evidence regarding the complaint.

## 7. DISCIPLINARY ACTION

Any employee, who commits misconduct or a breach of rules established by the Company, shall be subject to disciplinary action.

### 7.1 Misconduct

- a. Misconduct relating to duty such as carelessness, fraud, misappropriation, insubordination etc.
- b. Misconduct relating to discipline such as fighting, assault, quarrel, gambling damage to Company property, drug abuse etc.; and
- c. Misconduct relating to morality such as committing an indecent act, sexual advancement, pornography, keeping or distributing indecent or pornographic literature at the workplace, etc.

*Appendix 1* provides a list of minor & major misconducts.

### 7.2 Inquiries

A panel appointed at the discretion of the Company shall conduct all inquiries. The inquiry panel shall not include a member (s) whose presence may affect the impartiality of the panel in its conduct of the proceedings and its recommendations.

The proceedings of an inquiry shall be duly recorded by the panel for submission to the HR Manager or to the appropriate higher authority for decision.

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The Company may suspend an employee on half pay for a period of not exceeding two (2) weeks pending an inquiry.

### **7.3 Action by the Company**

All disciplinary actions taken by the Company shall comply with the Company's established procedures and current legislation. Where there is any conflict between the two, current legislation shall prevail.

Head of Departments may issue written warnings on the advice of the HRD. All written warnings shall be recorded in the employee personnel file. In the event where three (3) warning letters for a similar offense have been issued within a period of twelve (12) months, the employee shall be subject to an inquiry to determine further disciplinary action.

Depending on the gravity of the offense committed and after due inquiry, the employee may be subject to any of the following punishments:

- a. Dismissal without notice
- b. Downgrading
- c. Suspension without pay up to a maximum of two (2) weeks
- d. Stoppage / Withholding of increment
- e. Withholding of bonus
- f. Withholding of promotion
- g. Written warning

### **7.4 Summary Dismissal**

The Company reserves the right to dismiss an employee for misconduct after due inquiry including but not limited to dishonesty, insubordination, gross neglect of duty, bankruptcy and criminal conviction, within reasonable time after the misconduct in question without notice, salary or other forms of compensation. This right is in addition to and does not prejudice its other rights under law.

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### 7.5 Grievances Procedure

- a. Employee should, whenever possible try to resolve disputes and minor problems amicably and informally between themselves or together with their immediate supervisors.
  
- b. If such informal means do not bring a resolution, an employee may bring to the HR Manager's attention any grievance or complaint within fourteen (14) days from the date of occurrence of the event causing or giving rise to such grievance or complaint. The filing of a formal grievance in writing should be done only if such grievances or complaints cannot be resolved through these informal discussions.
  
- c. A member of the HRD shall be assigned by the HR Manager to attend such grievances or complaints and to discuss and offer suggestions for resolution. Due consideration shall be given to all grievances and complaints and the HRD shall make all efforts to resolve them promptly and fairly.
  
- d. The HR Manager may at its discretion and depending on the seriousness of the grievances and complaints, bring the matter to the attention of the Managing Director for his consideration.

### 7.6 Termination of service

Notice of termination of service shall be made in writing and in accordance with the Employee Terms and Conditions of Service. In lieu of such notice, the employee or the Company shall pay a sum equivalent to the salary for the notice period required. An employee shall surrender all Company documents, files, vehicles, keys and other Company property in his possession upon his termination of service in the Company. The employee shall reimburse the Company the value of the replacement cost for any item (s) or the Company property that is lost or destroyed while under his custody. The employee shall

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settle all outstanding liabilities and obligations with the Company before any monies due to him are to be released.

## 8. LABOUR

Company are committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker. The recognized standards, below, were used as references in preparing the Code and may be a useful source of additional information.

The labour standards are:

### 8.1 Freely Chosen Employment

Forced, bonded (including debt bondage) or indentured labour, involuntary prison labour, slavery or trafficking of persons shall not be used. This includes transporting, harbouring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for labour or services. There shall be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company-provided facilities. As part of the hiring process, workers will be provided with a written employment agreement that contains a description of terms and conditions of employment prior to the worker departing from his or her country of origin. All work must be voluntary and workers shall be free to leave work at any time or terminate their employment. Employers and agents may not hold or otherwise destroy, conceal, confiscate or deny access by employees to employees' identity or immigration documents, such as government-issued identification, passports or work permits, unless the holding of work permits or government issued document is required by law or agreed by the employee.

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## 8.2 Child and Young Workers

Child labour is not to be used in any stage of manufacturing. The term “child” refers to any person under the age of 16, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported. Workers under the age of 18

(Young Workers) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime. Company shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students’ rights in accordance with applicable law and regulations. Company shall provide appropriate support and training to all student workers. In the absence of local law, the wage rate for student workers, interns and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.

## 8.3 Non-Discrimination

Company should be committed to a workforce free of harassment and unlawful discrimination. Companies shall not engage in discrimination based on race, colour, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Workers shall be provided with reasonable accommodation for compulsory religious practices. In addition, workers or potential workers should not be subjected to medical tests or physical exams that could be used in a discriminatory way.

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#### **8.4 Working hours, benefits and wages**

The Company shall adhere to the strictest applicable laws and/or industry standards relating to wages, working hours, overtime and benefits. Employees shall not be required to work more than 45 hours a week. Overtime shall be voluntary, and to adhere to the maximum allowed under applicable laws and regulations), be remunerated at a higher rate than the hourly rate and shall be paid in legal tender on a regular basis.

#### **8.5 Paid Leave**

The Company shall grant all employees the right to sick leave and annual holiday, as well as parental leave for relevant employees with a new born or newly adopted child, as provided by applicable legislation. Employees who take parental leave shall not face dismissal or threat of dismissal and shall be able to return to their former employment at the same rate of pay and with the same benefits.

#### **8.6 Employment contracts**

The Company shall provide all employees with a written, understandable and legally binding labour contract. Provisions for non-permanent and seasonal employees shall be no less favourable than those applicable to permanent workers.

#### **8.7 Freedom of Association**

In conformance with local law, the Company respects the right of all workers to form and join trade unions of their own choosing, to bargain collectively and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation or harassment.

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## APPENDIX 1

### COMMON ACTS OF MISCONDUCT

1. Theft/Pilferage/Misappropriation or attempt of the same of the Company's money or property or other employee's money or property within the Company's premises.
2. Fraud, dishonesty, falsification or attempt of the same in connection with the Company's business, money or property.
3. Cheating the Company.
4. Fighting with or assaulting, abusing or being violent towards another employee or authorized visitor on the Company's premise or threatening the same.
5. Prosecuted or charged with criminal offense.
6. Soliciting or accepting bribes or any illegal gratification.
7. Participation in unauthorized financial transactions within the Company's premises.
8. Participation in illegal strikes.
9. Instigating industrial action among employees against the Company.
10. Picketing in the Company's premise except where permissible under the law, agreement or award.

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11. Inciting other employees to participate in illegal strikes in contravention of the provisions of any law or rule having the force of law.
12. Wilful insubordination or disobedience whether alone or in combination with others to any lawful and reasonable order of a superior.
13. Conflict of interest.
14. Breach of fiduciary relationship.
15. Spreading malicious rumours about the Company.
16. Gambling whether involving money or otherwise, in the Company premises.
17. Gross negligence and neglect of duty.
18. Interfering with the record of his attendance or of any other employee or falsification, defacement or destruction of any record of the Company.
19. Sleeping while on duty.
20. Possession of illegal weapon or lethal weapon on the Company's premises.
21. Riotous, disorderly or indecent behaviour on the Company's premises.
22. Smoking in prohibited / restricted areas.
23. Illegal substance or drug abuse.
24. Disclosing confidential information.
25. Driving or unauthorized use of the Company's vehicle without prior authorization.



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26. All forms of harassment including but not confined to unwelcome verbal or physical advances and sexually, racially or otherwise derogatory or discriminatory statements or remarks.
27. Habitual late coming or late attendance.
28. Habitual negligence.
29. Commission of any subversive act to the discipline of the Company or general behaviour.
30. Commission of any private act that brings disrepute, embarrassment or affects the legitimate interest of the Company or ruins the image of the Company.
31. Company habitual breach of any order or any law applicable to the establishment of rules made there under.
32. Withholding overtime at a critical time to bring pressure on the management.
33. Making material misstatement in job application, loan application or declaration.
34. Unauthorized use of time cards.
35. Possession, sale or distribution of unsuitable, indecent or pornographic materials.
36. Committing an immoral act within the Company's premises.
37. Failure to report serious infectious or contagious illness or disease to the Company's medical Officer or HRD.

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38. Forging or defacing medical certificates or other official documents to defraud the Company.
39. Conduct which is likely to cause injury or endanger the life or safety of another person within Company's premises.
40. Trespassing or forcible occupation of the Company's premises or prohibited areas.
41. Bringing company to illegally challenge dismissal.
42. Bypassing the proper channel of communication.
43. Refusal to accept any communication served either in accordance with the Code of Conduct or in instigating the same.
44. Misrepresentation of the Company to others.
45. Participation in illegal gatherings or activities in the Company's premises or abetting, inciting or instigating the same.
46. Serious pecuniary indebtedness affecting the public image of the Company.
47. Making public statements against the interest of the Company.
48. Publishing or writing of books against the interest of the Company.
49. Leaving work place during working hours without permission of the immediate supervisor or overstaying sanctioned leave without sufficient grounds or proper or satisfactory explanation without informing or attempting his employer of the excuse or reason for such absence.

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50. Absenteeism.
51. Quarrelling or fighting or committing a nuisance at the work place.
52. Misdemeanours.
53. Carelessness or wilfully causing damage or loss to the Company's property or goods.
54. Deliberate interference with or damage and contamination of factory processes, material or equipment.
55. Posting, altering, removing, defacing or destroying the Company's notices or any material on bulletin boards or the Company's property without the permission of the management.
56. Failure to wear a uniform at work place as per the Company's policy.
57. Failure to furnish information which is within the scope of his employment and which relates to the mutual interest of the Company and the employee.
58. Malingering and feigning illness.
59. Loitering during working hours.
60. Failure to follow safety procedures or tampering with safety devices to the detriment of the Company or its employees.
61. Infringement of safety regulations.
62. Unnecessary wastage of documents and materials.

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63. Abuse or unauthorized use of the Company's property, utilities, equipment or facilities.
64. Habitual or substantial negligence in the care of tools, equipment and apparatus of the Company.
65. Wilful failure to report at once to his superior any defect which an employee may notice in any equipment connected with his work.
66. Wilful in not reporting any defect or occurrence which an employee may notice or which might endanger himself or any other person or which might result in damage to the Company or any person within the Company.
67. Failure to keep the work place clean and tidy.
68. Obstructing, inciting or wilfully slowing down other employees from work.
69. Blackness in performance.
70. Disclosing commercial or manufacturing secrets, calculations or designs.
71. Acting in violation with competition laws, including agreeing with competitors on prices or any other terms and conditions to customers, allocation territories or customers, rigging bids.
72. Ceasing work without permission before the proper finishing time.
73. Spitting within the Company premises.
74. Playing computer games at the company premises during or installing computer game(s) into company's computer.

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- 75. Interfering with another person's work during working or non-working hours.
- 76. Writing frivolous or offensive notes/ memos/ letters to superior.
- 77. Contaminate drinking fountain water in the premises.
- 78. Selling or advertising non-company products in circumstances prejudicial to discipline.
- 79. Bringing friends or visitors without permission to tour the factory.
- 80. Refusal to submit to search when required to do so by the company authorised representative.
- 81. Installing pirated computer software or unlicensed computer software into company's computer.
- 82. Engaging in private work or trade within the Company or outside the Company which is directly and indirectly in conjunction with the business of the Company.
- 83. Any other offences that are deemed major.

The above examples of misconduct are not exhaustive as the Company reserves the right to determine what constitute acts of misconduct that warrant disciplinary action and will update the list from time to time.