



A member of **UEM Group**

CODE OF CONDUCT

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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 spelt out in the Company’s policies and procedures manual.

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

NOTE:

- i) The Code shall form part of the Company’s policies and procedures
- ii) Where there is any doubt or query concerning the Code, the employee shall seek clarification from the Human Resource of the Company
- iii) Where an employee is a member of a recognized union, the terms of the Collective Agreement shall apply where they differ from the provisions contained in the Code.

DEFINITIONS

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

Company UEM Edgenta Bhd (5067-M) including its subsidiaries and associate Companies.

Confidential Information Any information pertaining to the Company, its business or any other matter which:-

- (a) the Company reasonably believes that release of the information will be injurious to it or advantageous to its trade rivals.
- (b) the Company reasonably believes that the information is not already made public; and
- (c) the above two (2) criteria are to be judged in the light of usage and practice in the industry in question.

Employee A person under the employment of the Company including permanent, contract 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.

Human Resource Human Resource Department of the Company in which the relevant employee is under employ.

Prohibited Substances Alcoholic beverages, controlled substances and dangerous drugs except for those made available to an employee under a doctor's prescription.

Relatives Parents, brothers, sisters, grandparents, parents-in-law of the relevant employee.

Spouse An employee's legal wife or husband.

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 standard 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 cultures and religions other 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. If an employee is unable to commence work on time on any particular day, he must inform his immediate superior by any means of communication at the earliest available opportunity and in any event no later than one (01) hour on that day, or any employee who works on shift, within 3.5 hours prior to the commencement of his shift.

Late attendance by an employee will be recorded in the respective employee's attendance record maintained by the Head of Department/Division. 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 Human Resource. If the employee persists in late attendance and without good reason, he shall be subject to disciplinary action at the discretion of the Human Resource. For the purpose of this section, "good reason" shall be construed as a reason which is not, in the opinion of the Human Resource, frivolous, trivial, flippant or inconsequential.

An employee who is unable to attend work because of illness shall submit his original medical certificate to the Human Resource on the day he returns to work. Unless an employee is on medical leave, he will be required to apply for a half day's leave if he intends to be absent from work for more than three (3) hours or full day's leave if he intends to be absent from work for more than four (4) hours on that particular day.

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 from his relevant superior. If the employee was not able to obtain such prior approval, he must inform his superior or the HRD 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, appropriate for their respective positions of employment. They are expected to maintain a dignified appearance and be neat, presentable, clean and tidy.

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

For non-uniformed employees, the following dress code shall apply.

Male Employees

All male executives must wear long sleeve shirts with neck-tie whereas non-executives male are required to wear long sleeve shirts. All executives and non-executives male employees must maintain neat hairstyles at all times and the length of their hair should not exceed the collar.

Female Employees

Female employees are expected to dress in smart, comfortable and sober attire suitable for office wear. Tailored and smart pants/trouser suits are allowed however, khaki pants are not allowed for both male and female employees.

Footwear

Suitable and appropriate working shoes. Wearing of slippers on medical ground or in the course of ablution/observing prayers (in the case of Muslims) maybe allowed.

Corporate Uniform

Corporate Uniform is to be worn on the designated day. Uniformed employee is expected to wear their respective uniforms at all times in the work place during working hours. All pants must be in either black or dark blue.

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. 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. If an employee is taking medication which renders him unable to carry out his duties in a manner that will jeopardise the safety of himself and/or the other employees, he must inform his relevant supervisor or the HR Head accordingly.

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 Head 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 Head accordingly without delay), or the HR Head directly. The Company may at its sole discretion and without prejudice to its rights of dismissal, render assistance to an employee who voluntarily submits himself for treatment for such a problem including rehabilitation at an appropriate centre for treatment.

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 employees to undergo such a test may warrant appropriate disciplinary action to be taken by the Company as it deems fit.

The Human Resource 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 Human Resource may, if it considers appropriate in the circumstances, submit a report of such misconduct to the management together with its recommendation of the appropriate disciplinary action to be taken against the said employee.

5. SMOKING POLICY AND RESTRICTIONS

A Office Area

Smoking is strictly prohibited in all enclosed areas of the workplace including common areas at all times

B Vehicles

Smoking is not permitted in Company's pool vehicles or company rented vehicles.

C Non-Compliance

- (i) Employees who are found smoking in contravention of this policy will be subjected to disciplinary action in accordance with the Company's disciplinary procedure pursuant to the Code of Conduct in force
- (ii) A breach of this policy will be treated as a gross misconduct, liable to summary dismissal without show cause or Domestic Inquiry, where the same employee has been given three (3) written warnings throughout his employment relating to the same/similar case

- (iii) Where smoking constitutes an immediate safety hazard/fire threat at combustible sites/facilities such behaviour will also be treated as gross misconduct and could render the employee liable to summary dismissal without notice.
- (iv) If an external party such a client, customer, contractor, agency worker or supplier does not comply with this policy, they will first be warned that they are committing an offence and requested to immediately refrain from smoking and if they refuse, they will then be asked to leave, or be escorted out from the premises immediately
- (v) Concurrently with this policy, the employee is to take notice that under the Control of Tobacco Product Regulations 2004, sub-regulation 11(3), the employee may also be prosecuted under the said Act and penalty for infringement is fine not exceeding RM10,000.00 or imprisonment not exceeding 2 years.
- (vi) The Company will not provide the employee any form of assistance including but not limited to legal advice or support under these circumstances.

6. POLITICAL ACTIVITIES

The Company recognizes that employees, in their capacity as citizens, may wish to involve themselves in legitimate and lawful political activities. Nevertheless, the employees are to use their own time or annual leave subject to the approval from their respective Heads of Department/Division.

An employee who wishes to stand for State, Federal and/or material elections must resign from the Company.

7. RESPONSIBILITIES OF COMPANY'S ASSETS, FACILITIES, RESOURCES AND RECORDS

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

Employees are responsible for protecting Company's assets, facilities, resources and records against waste, loss, damage, misuse, theft, misappropriation or infringement. Any loss or damage suffered by the Company may be recovered from the employees either by way of salary deduction or any other means. The Company may at its discretion take any appropriate disciplinary action against the employee including reporting to the public authorities.

8. FRAUD MANAGEMENT

It is the responsibility of the management and its employees or any other parties who have either direct or indirect business relationships/dealings which have similar nature of business of the Company, to immediately report any fraud or suspected fraud to the respective Heads of Departments/Divisions and/or to the Human Resource. Any reports of frauds or defalcation are to be reported within 24 hours from its occurrence or detections.

9. CODE OF ETHICS

A Commitment

- (i) 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 perform such responsibilities and responsibilities as may from time to time be assigned or designated to them.
- (ii) 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.
- (ii) 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.

B Confidentiality

- (i) 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 express approval of the Company; or
 - (c) required, compelled or obliged to do so by law
- (ii) 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.

- (iii) 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.
- (iv) 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 Head for guidance.

C Insubordination and Inefficiency

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

D Press Releases and Public Statements

An employee should inform his immediate supervisor if a member of the media approaches him for any information, statement or opinion concerning the Company. The immediate supervisor shall provide guidance to the employee on the appropriate response to the media's request.

An employee shall not make any public statement on the policies or decisions of the Company whether orally or in writing or in any form whatsoever nor shall he circulate or cause to be circulated any such statement.

E Public Appearance as a Guest Speaker or Panel Member

Any employee who has been invited to appear as a guest speaker in a public forum must, if he intends to make such appearance, submit the details and/or the topic(s) of his proposed speech to his immediate supervisor. The immediate supervisor shall in turn submit the same to the management for their consideration. An employee may only make such appearance if prior approval has been obtained.

F Publications

Employees are not permitted to publish or distribute in any written or printed form, articles, books, periodicals, leaflets, brochures etc. containing information relating to the Company without prior written approval of the Company.

G Conflict Of Interest

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. He is also not permitted to engage in any activity, which can be detrimental, directly or indirectly, to the interest of the Company.

An employee may acquire or hold shares in any quoted public 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, 1965) or hold directorship(s) in the same company.

An employee is generally not allowed to hold or accept any external directorship and to be guided by principles set by Khazanah Nasional Berhad in the acceptance of such directorship. However, in case where employees receive invitation to serve as directors in non-profit organizations, institutions and universities, it would be acceptable for employees to take up the external directorships only if there is no conflict of interest and subject to declaration/prior approval/consent of the Management/Board of Directors.

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.

Upon receipt of the Code, all 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. (Employee is fully responsible for the information declared in the Conflict of Interest Declaration in Part 1 and Part 2).

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.

H Gifts or Favours

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

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

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

- (i) returned to the donor; or
- (ii) if such return is not possible or impracticable (including food items and perishable goods) such gift shall be retained by the appointed Manager of the Company for distribution to recognised charitable organisations, or to other organisations/persons as the Company may deem fit.

Any employee found to have received gifts or favours in contravention to the above provisions shall be subject to disciplinary action.

I Entertainment

Employees shall not accept any gratuitous entertainment from any of the Company's clients, customers, suppliers, contractors or any party with whom the Company has business dealings with unless such entertainment is or is able to be reciprocated by the employee:-

- (i) in his personal capacity; or
- (ii) by obtaining reimbursement from the Company as part of the Company's business entertainment expense.

In accepting all such entertainment, the guidelines set out in paragraph (H) in respect of acceptance of gifts or favours shall apply.

J Personal Solicitation

The Company discourages any solicitation by staff members during working hours as such solicitations normally disrupt business activity and work routines.

Employees are not permitted to sell, distribute or act as agent for the sale or distribution of any type of food or merchandise in the office premises whether during or outside office hours.

K 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.

L Marriage and Transfer

In the event of a marriage between employees of the Company within the same department, one partner to the marriage may be relocated to another department.

M Relatives

The Company discourages the hiring of the family members of an existing employee. The onus is on such employee to declare whether he has any relatives or spouse working in the Company or any Company within the Group.

N Politics

Company recognized that employees. In their capacity as citizens, may wish to involve themselves in legitimate political activities. However, the Company does not encourage employees to participate in any political activities. Employees are required to utilize their annual leave entitlement, subject to obtaining prior approval.

In the event, the employee is appointed as an office holder at the Branch, Division, State or National level of a political party, the employee is to inform the Company of such appointment. In order not to compromise the interests of the Company, employees who wish to stand for State, Federal and/or material elections are required to resign from the Company, subject to the requirements of applicable. Employee must not use their position with the Company to try to influence any other person (whether or not employed by the company) to make political contributions or to support politicians or their parties in any country without approval from the Head of the Company. Employee is not allowed to make any contribution or incur any expenditure using the Company resources to benefit any political campaign, party or politician in any country without approval from your Head of Company or the Head of Operating Unit. The Company's facilities, equipment and resources may not be used for any political

campaign or party functions. Charitable donations may not be used as a substitute for prohibited political payments.

O Whistle-Blower

All employees are expected to be vigilant about any wrongdoings, malpractices or any irregularities at the work place. All employees are to report promptly such instances to the Management for immediate rectification or for other necessary measures in minimizing potential financial or reputational loss. For further information please refer to the Whistle Blower Policy.

P Borrowing Money

An employee will not under any circumstances borrow money from their subordinate or from the Company's contractors, sub-contractors, consultants or suppliers. Subject to the foregoing and to any restrictions set out in Code of Conduct that are applicable to the employee, employee may borrow money from any person or stand as surely or guarantor for any borrower provided that employee does not in any manner place themselves under serious obligation to any person;

- (i) Who is directly or indirectly subject to employee official authority or
- (ii) With whom the employee will have or likely to have official dealings

Q Disclosure of Over Payments

An employee who have received over payments of salaries, allowances, claims or other compensations or benefits in excess of the entitlements must immediate inform Human Resource and without delay refund any such overpayment to the Company.

R Social Media Policy

Certain ethical rules must be followed and adhered to by all employees that actively uses social media so as to ensure that the Company's name and brand including its subsidiaries are protected. The use of the Company's name, logo and/or related materials on a social media platform or third party websites requires prior, express and written consent from the respective Corporate Communications Department of the Company. Please refer to the Social Media Policy for further information.

10. INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

All ICT facilities must be safeguarded against theft, damage and improper usages. The Company does not permit the usage of the ICT facilities involving sensitive and illegal matters, unauthorized access, misuse of the Company's time and resources and risking the integrity of ICT facilities. Therefore, employees must adhere to the policies and guidelines set in the ICT General (Governance) Policy.

11. 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 a sexual nature.

Definition of sexual harassment

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

Any unwanted conduct of a sexual nature having the effect of verbal, non-verbal, visual, psychological or physical harassment:

- (i) that might, on reasonable grounds, be perceived by the recipient as placing a condition of a sexual nature on his employment;
- (ii) that might, on reasonable grounds, be perceived by the recipient as an offence or humiliation, or a threat to his well-being, but has no direct link to his employment.

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.

Sexual coercion is sexual harassment that results in some direct consequence to the victim's employment. An example of sexual harassment of this coercive 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.

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.

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

- (i) at work-related social functions;
- (ii) in the course of work assignments outside the workplace;
- (iii) at work-related conferences or training sessions;
- (iv) during work-related travel;
- (v) over the phone; and
- (v) through electronic media

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

Forms of sexual harassment

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

- (i) verbal harassment: e.g. offensive or suggestive remarks, comments, jokes, kidding, teasing, sounds, inquiries or discussions about sexual activities or other verbal abuse;
- (ii) 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;
- (iii) visual harassment e.g. showing pornographic materials, writing sexually suggestive letters or other written materials, sexual exposure;
- (iv) psychological harassment e.g. repeated unwanted social invitations, proposals for dates or physical intimacy;

- (v) physical harassment e.g. inappropriate touching, patting, pinching, stroking, grabbing, hugging, kissing, fondling, brushing up against the body, coerced sexual intercourse or sexual assault.

Disciplinary Action

Since sexual harassment is a form of misconduct, 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.

Complaint Procedure

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

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

12. DISCIPLINARY ACTION (BUT NOT LIMITED TO)

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

(i) Misconduct

Misconduct in employment can be broadly dealt with under three (3) headings namely: -

- (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 some common acts of misconduct.

(ii) 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 Human Resource Manager or to the appropriate higher authority for decision.

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

(iii) 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.

Heads of Departments may issue written warnings on the advice of the HRD. All written warnings shall be recorded in the employee personal file. In the event where three (3) warning letters for a similar offence 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 offence 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) Reduction of salary

(h) Written Warning

(iv) Summary Dismissal

The Company reserves the right to dismiss an employee after due inquiry for misconduct 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.

(v) Right of Appeal

An employee who has been imposed a disciplinary action shall have the right to appeal in writing within thirty (30) days of the announcement of the decision to the following authorities:

<u>Category</u>	<u>Authority</u>
Executives and	Chairman of the Board of Director
Non-Executives	Managing Director

(vi) Grievance Procedure

Employees should, whenever possible try to resolve disputes and minor problems amicably and informally between themselves or together with their immediate supervisors.

If such informal means do not bring a resolution, an employee may bring to the HR Head'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. A member of the Company shall be assigned by the HR Head to attend to such grievances or complaints and to discuss and offer suggestions for resolution. Due consideration shall be given to all grievances and complaints and the Company shall make all efforts to resolve them promptly and fairly.

The Human Resource Manager may at its discretion and depending on the seriousness of the grievances and complaints, bring the matter to the attention of the Chief Executive Officer for his consideration.

(vii) Termination of service

- (a) Notice of termination of service shall be made in writing and in accordance with the Employee Terms and Conditions of Service.
- (b) In lieu of such notice, the employee or the Company shall pay a sum equivalent to the salary for the notice period required.
- (c) 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.
- (d) 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.
- (e) The employee shall settle all outstanding liabilities and obligations with the Company before any monies due to him are to be released.

APPENDIX 1

Acts of misconduct include but are not confined to the following:

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 authorised visitor on the Company's premises or threatening the same
5. Prosecuted or charged with criminal offence
6. Soliciting or accepting bribes or any illegal gratification
7. Participating 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 premises except where permissible under the law, agreement or award
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's 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 unauthorised use of the Company's vehicle without prior authorisation
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. Habitual breach of any Company order or any law applicable to the establishment of rules made thereunder
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. Unauthorised 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
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 the Company's premises
40. Trespassing or forcible occupation of the Company's premises or prohibited areas
41. Illegally challenging Company to 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 the interest of discipline
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 in and outside the Company's premises
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 satisfactory explanation or without informing or attempting to inform his employer of the excuse or reason for such absence.
50. Absenteeism
51. Quarrelling or fighting or committing nuisance at the work place
52. Misdemeanours
53. Carelessness or wilfully causing damage or loss to the Company's property or goods
54. Deliberate damage and interference with or 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 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 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
63. Abuse or unauthorised 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 work place clean and tidy
68. Obstructing, inciting or wilfully slowing down other employees from work
69. Slackness 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, allocating territories or customers, rigging bids.
72. Acting in violation of the Personal Data Protection Act 2010, including processing personal data contrary to Company policy and guidelines, disclosing personal data to unauthorised third parties and selling personal data to third parties
73. Employee is strictly prohibited to act as a loan shark (money lender) to colleagues or employees with or without interest in the Company's premises.

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.