

MESINIAGA'S VENDOR CODE OF CONDUCT

Version 1.0

Mesiniaga

Human Resource	Legal	CEO	5.11.2019
<u>Prepared by</u> Name : Rosmawati	<u>Reviewed by</u> Name: Nur Syaheera	<u>Approved by</u> Name : Datuk Fusil	Effective Date

TABLE OF CONTENTS

	PAGE
1. INTRODUCTION	1
2. OBJECTIVE	1
3. GENERAL PRINCIPLES AND STANDARDS OF CONDUCT	1
3.1 LAWS & REGULATIONS	1
3.2 ANTI-BRIBERY AND CORRUPTION	1
3.3 COMMITMENT	1
3.4 CONSEQUENCES OF BREACH	2
3.5 SECURITY & ACCESS	2
3.6 HEALTH & SAFETY	2
3.7 ENVIRONMENTAL COMPLIANCE	2
3.8 CHANNELS FOR RAISING CONCERN	2

Mesiniaga's Vendor Code of Conduct

1. Introduction

Mesiniaga's Vendor Code of Conduct ("VCC") sets the expectations of Mesiniaga on vendors to establish business relationship with Mesiniaga in a lawful and ethical manner with the highest standard of professional conduct.

This Vendor Code of Conduct shall apply to external third-parties which shall include its principals, employees, agents, suppliers and subcontractors appointed by Mesiniaga or any other party with a contractual relationship to deliver the goods and services to Mesiniaga or to any parties on behalf of Mesiniaga ("Vendors").

2. Objective

The VCC describes Mesiniaga's expectations on how its Vendors conduct business. Mesiniaga is committed to conducting business in a legal, ethical, safe, fair and responsible manner and requires that our approved Vendors work at the same high level of standards. All Vendors engaged in providing products and services to Mesiniaga are expected to act in accordance with the VCC, including aligning guidelines, policies and practices, and communicating and enforcing the VCC provisions throughout their organisation and across their supply chain, including to sub-vendors and subcontractors.

3. General Principles and Standards of Conduct

The Principles of VCC which we expect are further explained below:

3.1 Law & Regulations

- Vendors may not engage in any action or practice in violation of local laws or regulations of any country or other location in which it does business.
- Vendors must be honest, direct and transparent, and shall not commit fraud, bribery, corruption, extortion, excessive commission, provision of inducements in the form of fees or services of any kind, either for its own benefit or on behalf of Mesiniaga.
- Vendors shall comply with the applicable privacy and data laws, including data exportation/importation laws and regulations.

3.2 Anti-Bribery and Corruption

- Vendors must not give or offer to give, anything of value, or make any improper payments, directly or indirectly, to any parties in order to obtain any improper benefit or advantage either for itself or for Mesiniaga.
- Vendors must comply with the Mesiniaga Anti Bribery and Corruption Policy which is available at Mesiniaga's Website at www.mesiniaga.com.my.

3.3 Commitment

- Vendors shall protect Mesiniaga's confidential information and shall not share with any third party unless authorised by Mesiniaga.
- Vendors are expected to take full responsibility and accountability for services rendered and honour their commitments in accordance with their obligations.
- Vendors are encouraged to strive for continuous improvement.
- Vendors shall not use Mesiniaga's logo, pictures, images, graphic, trademark or trade name in any of the Mesiniaga's proposals, advertising & marketing content, or other similar documents without Mesiniaga's written consent.

3.4 Consequences of Breach

- Mesiniaga may take action deemed appropriate and in accordance with applicable laws and regulations.
- Mesiniaga have the right to terminate the contract(s) with the Vendor without any recourse.
- Vendors found to be in breach shall be excluded from dealing with Mesiniaga.

3.5 Security & Access

- Vendors must comply with Mesiniaga's policies while on Mesiniaga's premises.
- Vendors must register with Mesiniaga's security and display the Mesiniaga Visitor Pass at all times.

3.6 Health & Safety




- Vendors will take adequate steps to minimise the causes of hazards inherent in the working environment.
- Vendors are prohibited to use, possess, distribute, and/or sell illegal drugs and alcohol while on Mesiniaga's or when performing contractual obligations on behalf of Mesiniaga at other premises.

3.7 Environmental Compliance

- Vendors shall operate in an environmentally responsible and efficient manner to minimise adverse impacts on the environment.
- Vendors shall abide by all applicable environmental legislations and regulations.

3.8 Channels for Raising Concern

All Vendors shall immediately report any questionable behaviour or any actual or suspected breach of VCC to Mesiniaga Whistleblowing committee through one of the available channels:

	Whistleblowing Committee	: ethics@mesiniaga.com.my
	OR	
	Chairman	: Chairman@mesiniaga.com.my
	OR	
	Senior Board Member	: seniorboardmember@mesiniaga.com.my
	Whistleblowing Hotline	: +603-5635 5220 from Monday to Friday (9am to 5pm)
		: Mesiniaga Berhad, Menara Mesiniaga, 11 th Floor, No.1A, Jalan SS16/1 47500 Subang Jaya, Selangor. Attn : Whistleblowing Committee
	Correspondence	