

## GUAN CHONG BERHAD

### CODE OF CONDUCT

#### **1.0 Forced Labour and Freedom of Movement**

- 1.1 The Company must not participate in, or benefit from, any form of forced labour including bonded labour, forced prison labour, slavery, servitude, or human trafficking. Employees must have freedom of movement during the course of their employment.
- 1.2 The Company must not withhold any part of any personnel's salary, benefits, property or documents (e.g., travel documents, identity cards) in order to force such personnel to continue working for them.
- 1.3 Employees are free to leave their employer after reasonable notice.

#### **2.0 Freedom of Association and Collective Bargaining**

- 2.1 Unless prevented by governmental policies or norms, the Company should grant their workers the right to Freedom of Association and Collective Bargaining.

#### **3.0 Workplace Health and Safety**

- 3.1 The Company shall ensure that its workers are offered a safe and healthy working environment in compliance with applicable laws, regulations and industry standards, including, but not limited to, protection from fire, accidents and toxic substances.
- 3.2 Adequate health and safety policies and procedures must be established and followed to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 3.3 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 3.4 The Company shall ensure the workers are provided with protective equipment necessary for them to perform their tasks safely.
- 3.5 Access to clean toilet facilities and to potable water, and if appropriate, sanitary facilities for food storage shall be provided.
- 3.6 Accommodation, if provided by the Company, shall conform to the same requirements.

#### **4.0 Child Labour and Young Workers**

- 4.1 The Company must not engage, nor benefit from, the use of child labour.
- 4.2 Young persons under 18 shall not be employed at night or in hazardous conditions.

#### **5.0 Remuneration**

- 5.1 The Company shall comply with legal minimum standards or industry benchmark standards concerning wages and benefits.
- 5.2 Written and understandable information shall be provided by the Company to all workers regarding their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- 5.3 Deductions from wages must never be used as a disciplinary measure. All disciplinary measures shall be recorded.

#### **6.0 Working Hours**

- 6.1 The Company shall ensure that the work-week is limited to 48 hours, unless otherwise stated in applicable laws, regulations or industry standards.
- 6.2 Overtime shall be voluntary, infrequent, and shall always be compensated at a premium rate.
- 6.3 Employees are entitled to at least one day off per week, and shall be given reasonable breaks while working and sufficient rest periods between shifts.

#### **7.0 Non-discrimination / Equal opportunities**

- 7.1 The Company shall not engage in or support discrimination on the basis of race, colour, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, family responsibilities, age, and disability or other distinguishing characteristics.
- 7.2 Hiring, remuneration, benefits, training, advancement, promotion, discipline, termination, retirement or any other employment-related decisions shall be based on relevant and objective criteria.
- 7.3 The Company shall treat all personnel with dignity and respect. The Company shall not engage in or tolerate the use of corporal punishment, mental or physical coercion or other forms of abuse of personnel.
- 7.4 It must not be required that female employees are subjected to mandatory pregnancy tests.
- 7.5 It must not be required that employees are subjected to mandatory HIV/AIDS tests.

## **8.0 Environment**

- 8.1 The Company must operate with care for the environment and ensure compliance with all applicable laws and regulations in the country where products and services are manufactured or delivered.

## **9.0 Products Liability**

- 9.1 The Company shall exercise due diligence when designing, manufacturing, and testing products. This is to protect against product defects which could harm the life, safety or health of people likely to be affected.

## **10.0 Corruption and Bribery**

- 10.1 Bribes must not be offered, given, accepted, promised, condoned, be demanded, or knowingly benefited from.

## **11.0 Monitoring and Evaluation**

- 11.1 The Company reserves the right to verify the Supplier's compliance with the Code.
- 11.2 In case the Company becomes aware of any actions or conditions not in compliance with the Code. The Company reserves the right to demand corrective measures.

## **12.0 Sustainability**

- 12.1 The Company supports and encourages operating practices, farming practices and agricultural production systems that are sustainable.
- 12.2 The Company encourages the Supplier to continuously strive towards improving the efficiency and sustainability of its operations.

## **13.0 No harsh or inhumane treatment is allowed**

- 13.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.