



(Company No. 250857-T)

## **CODE OF CONDUCTS**

### **1) INTRODUCTION**

The Board of Directors of Prolexus Berhad recognizes the enduring importance of acting ethically at all times and in ensuring that our business practices meet the highest standards of integrity in line with the values of our Company. Our commitment to integrity is necessary for protecting and supporting our employees, enhancing the credibility of our business practices and safeguarding our reputation.

This code of conducts shall apply to all the directors and employees of Prolexus Berhad and its subsidiaries ("the Group").

### **2) BUSINESS INTEGRITY AND ETHICS**

We uphold the highest of ethical and professional standards through fair and honest dealings with employees, suppliers, customers, stakeholders and any other persons having dealings with the Group.

We must avoid any corrupt practices in business dealings such as accepting and offering gifts or benefits that may affect or perceived to affect the performance of our duties.

We must report any unlawful or unethical behavior in the workplace through appropriate channels provided in the Whistleblowing Policy.

### **3) EMPLOYMENT**

- We will endeavor to support fair practices at our workplace and provide equal opportunities in employment regardless of race, creed, religion and national origin.
- We will not coerce or hold staff against their wishes in employment.
- We recognise and respect the right of employees to freely join any association.
- We do not place ourselves in situations which result in divided loyalties.

### **4) ENVIRONMENTAL, HEALTH AND SAFETY**

- We organise and utilize all available resources to achieve a safe and green workplace for our employees.
- We set goals to improve our environmental performance & operating conditions to protect the safety and health of our employees.



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- We comply with legal and other requirements relevant to environment, safety & health.
- We uphold values of mutual respect by maintaining a workplace that is free from harassment and violence. Any form of harassment and violence will not be tolerated.

#### **5) COMPLIANCE WITH LAWS, RULES AND REGULATIONS**

We must abide by all applicable laws and regulations of the governmental and/or regulatory authorities, and the internal policies that apply to the Group's businesses.

#### **6) USE OF GROUP'S INFORMATION**

We must not disclose any confidential information which we obtain in the course of performing our duties to any third parties unless such disclosure is authorized by the Board.

#### **7) ACCURATE FINANCIAL INFORMATION**

We ensure all transactions are properly included in the books and records of the Group.

#### **8) PROTECTION OF ASSETS**

We must protect the Group assets against waste, loss, damage, abuse, misuse or theft and ensure these assets are used responsibly in the performance of our duties.

#### **9) CUSTOMERS SATISFACTION**

We value customers' satisfaction and always use our best efforts to provide good service and high quality products.

#### **10) RELATIONSHIPS WITH STAKEHOLDERS**

We must seek mutually beneficial long-term relationships with customers and other stakeholders based on fair, respectful and responsible practices.

#### **11) CONFLICT OF INTEREST**

We must disclose and make clear of any actual or potential conflict of interest that arise from any business dealings or transactions associated with the Group.