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1.0 Policy brief & purpose

Our **Employee Code of Conduct Policy** by **Konsortium Transnasional Berhad** outlines our expectations regarding employees' behaviour towards their colleagues, supervisors and overall organisation.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

2.0 Scope

This policy applies to all our employees regardless of employment agreement or rank.

3.0 Code of Conduct

Konsortium Transnasional Berhad ("KTB" or the "Company") and its subsidiaries (collectively referred to as "KTB Group")'s employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. Our Code of Conduct as below:

a) Compliance with law

All employees must protect our Group's legality. They should comply with all environmental, safety and related laws. We expect employees to be ethical and responsible when dealing with our Group's finances, products, partnerships and public image.

b) Respect in the workplace

All employees should respect their colleagues. Our organization does not tolerate any kind of discriminatory behaviour, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

c) Protection of the Group's Property

All employees should treat our Group's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse **the Group's equipment** or use it frivolously.
- Should respect all kinds of **intellectual property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.
- Employees should protect the Group's facilities and other material property (e.g., the Group's cars) from damage and vandalism, whenever possible.

d) Professionalism

All employees must show integrity and professionalism in the workplace:

- **Personal appearance**

All employees must follow our dress code and personal appearance that reference to employee handbook.

- **Corruption**

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party. Please refer to our Anti-Bribery and Corruption Principles and Anti-Bribery and Corruption Policy.

- **Job duties and authority**

All employees should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our Group.

- **Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But generally, we expect employees to be punctual when coming to and leaving from work.

- **Conflict of interest**

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All employees must be open for communication with their colleagues, supervisors or team members.

- **Benefits**

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our Group offers.

4.0 Communication of Policy

Policies

All employees should read and follow our Group policies. If they have any questions, they should ask their managers or Human Resources (HR) department.

5.0 Disciplinary actions

KTB Group may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion
- Reprimand
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

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