

CODE OF CONDUCT

Purpose	This policy outlines UCSI Group behavior towards fellow co-workers and overall organization. The company promotes freedom of expression and open communication that is responsible, courteous and with decorum to maintain a well-organized, harmonious, respectful, cordial and collaborative environment work environment.
Scope	Applicable to all permanent and contract employees employed by the Group
Revision date	17 July 2023
Issued by	Group Human Resource Office

1.0. Compliance with laws

1.1. All employees are required to observe the policies, industrial requirements, external codes and the laws of Malaysia and play an active role to protect the Company

1.2. Employees are expected to be ethical and responsible while discharging their duty and uphold the highest standards of ethics

2.0. Professionalism at the workplace

2.1. Employees must respect their colleagues and be professional in the day-to-day dealings

- 3.3. Avoid misuse of company equipment or using it frivolously and avoid damage or vandalism.
- 3.4. Safeguard and prevent abuse and unauthorized intellectual properties and materials.
- 3.5. Employees are not allowed to use sound or image recording devices of any kind (including but not limited to tape recorders, video recorders, cameras and cell phone cameras) to record or create images of Company records, the Company facilities, any other Company assets, and conversations that take

reasonably be seen as bribes or improper encouragement. All such expenditures must be properly recorded in the Company.

- 8.6. Employees must not offer gifts, commissions, gratuities, or other payments to prospective or existing customers, contractors or suppliers without the prior written approval of the Company.

9.0. Whistle blowing

- 9.1. The Company encourages employees to report or disclose any improper conduct by any employee, supplier, business partner, clients or any parties that has come to their knowledge which includes but not limited to;

- 9.1.1. Fraud

- 9.1.2. Bribery

- 9.1.3. Abuse of Power

- 9.1.4. Conflict of Interest

- 9.1.5. Theft or Embezzlement

- 9.1.6.

- 9.1.7. Non-Compliance with Procedure

- 9.2. Report should be expressed in writing to the Group Human Resource Office. Verbal report will not be entertained.

- 9.4. Any anonymous disclosure will not be entertained. Any employee or member of the public who wishes to report improper conduct is required to disclose his identity to the Company in order for the Company to accord the necessary protection to him. However, the Company reserves its right to investigate into any anonymous disclosure.

- 9.5. Name and identity shall be protected, i.e. kept confidential unless otherwise required by law or for the purpose of any proceedings by or against any Company.

10.0. Work hours and tardiness

- 10.1. Employees must report for work at the assigned/scheduled work hours. Immediate superior must be notified immediately if the employee is late to work.

- 10.2. Employees are prohibited from leaving work prior to the end of work hours without prior approval of immediate superior.

- 10.3. Strictly follow meal/break period. However, flexibility will be given to the employee with the approval of the immediate superior to have their meal/break period earlier or later due to work-related matters.

- 10.4. An employee shall be deemed to have broken his contract if he/she has been continuously absent from work for more than two (2) consecutive working days without prior leave, unless with a reasonable excuse for such absence and has informed or attempted to inform his employer of such excuse prior to or at the earliest opportunity during such absence.

11.0. Safety, Health and Environment

- 11.1. The Company is committed to improve safety and health, prevent workplace injuries and illnesses, safeguard the environment and promote sustainability awareness and practices.
- 11.2. All employees are required to comply with the safety and health regulations and instructions and fire prevention and fire fighting regulations issued by the Company from time to time.
- 11.3. The below incidents and activities must be reported immediately to the company via an established channel.
 - 11.3.1. Accidents and potential hazards
 - 11.3.2. Potential safety hazards and faulty equipment or facilities.
 - 11.3.3. Report any activity that you recognize as an unsafe work practice or failure to comply with the established procedures
 - 11.3.4. Any company activities or individual behavior or acts that effect the environment.
- 11.4. To take reasonable care to protect the physical and natural environment including using resources and disposing of waste in a manner that does not harm the environment.

12.0. Disciplinary actions

- 12.1. Employees are advised to adhere to the conduct.
- 12.2. Failure to comply with the above shall results in disciplinary actions including dismissal if found guilty.
- 12.3. Legal action may have to be pursued in cases of corruption, theft, embezzlement or other unlawful behavior.

13.0. Personal Information and Privacy

- 13.1. process, use and disclose personal.02 474800B66p48004et66.77 Tm0 g0 G[con)3(du)3(ct)-4

14.0. Job Performance

- 14.1. All employees must at all times perform their duties responsibly, lawfully and be accountable for their own actions and at all times to endeavor to the utmost
- 14.2. Every employee must perform his or her duties respectfully, loyally and consistently with the
- 14.3. Every employee must comply with the instructions of his or her superiors.
- 14.4. Every employee must act respectfully, loyally and honestly and must refrain

