REVISION HISTORY

Page	Revision	Description of Change	Effective Date
All	R00	New Release	21/06/2023

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Date: 21/06/2023

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Date: 21/06/2023

Approved By,

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Date: 21/06/2023

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1.0 OBJECTIVE

1.1 To establish a procedure to the Code of Conduct and Ethics ("Code") applies to all employees and directors of the organization including full-time or permanent employees, part-time employees, employees on probation, trainees and interns, employees on secondment and personnel on fixed-term contracts.

2.0 SCOPE

2.1 The scope of this procedure is applicable the principles to guide standards of behaviour and business conduct when Employees deal with third party. In this context, third party refers to any individual or organisation the Employee comes into contact with during the course of his/her work, and includes actual and potential customers, competitors, suppliers, contractors, distributors, business contacts/partners, agents, advisers, regulators, government and public bodies and officials, shareholders, investors and the community in which the organization operates in.

3.0 REFERENCES

3.1 NIL

4.0 DEFINATION

4.1 NIL

5.0 RESPONSIBILITY

5.1 Human Resource / Admin Assistant

6.0 DOCUMENTED INFORMATION

6.1 NIL

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