ACCURATIV (M) SDN BHD

(838521-W)

SUPPLIER CODE OF CONDUCT

1 October 2024

Version: 1.0

Content

		Page
	Introduction	1
1.	Freely chosen Employment	1
2.	Freedom of Association	1
3.	Safety and Health Policy	2
4.	No Child Labour	2
5.	Living Wages Policy	2
6.	Working Hours Policy	2
7.	No Discrimination	3
8.	Regular Employment	3
9.	Harsh or Inhumane Treatment	4
10.	Environment Policy	4
11.	Business Ethical & Whistle Blowing	4 & 5
12.	Supplier Receipt And Acceptance	6

INTRODUCTION

The development and succeed of our business based on the full trust and confidence we obtain from all stakeholders including our employees, customers, suppliers, contractors, service providers and etc.

With this, we have Supplier Code of Conduct as a guide for Company's expectations.

We expect our suppliers, contractors and service providers to have the same commitment to comply the standards in this Supplier Code of Conduct and ensure its supply chains has the same compliance.

The suppliers, contractors and service providers shall regard this Code of Conduct seriously and comply to it while carrying out the duty.

1. Freely Chosen Employment

   Suppliers, contractors and service providers shall commit not to use forced, bonded, or any form of prison labour. If foreign workers are recruited, there shall be no recruitment fee incurs to the workers. Workers are not required to lodge any deposit to work in our company. Suppliers, contractors and service providers shall not keep any original identity documents of workers to work in our company. Termination notice is in compliance to Malaysian Labour Law.

2. Freedom of Association

   Suppliers, contractors and service providers shall respect the right of workers to join or form trade union and bargain collectively. Suppliers, contractors and service providers shall adopt open attitude towards any activity of workers representative or trade union. Workers' representative or union's representative is not discriminated when they carry out their works in the company. Suppliers, contractors and service providers shall support and facilities the election of worker representative and forming worker committee. Worker representative is to provide access to the management to discuss worker issue and welfare.

3. Safety and Health Policy

   Suppliers, contractors and service providers shall commit to safety & health.

4. No Child Labour

   Suppliers, contractors and service providers shall commit not to recruit child labour that is under the age of fifteen (15).

   Suppliers, contractors and service providers shall be responsible to implement this policy of not recruiting child and young labour. In any event to employ labour below eighteen (18) years old, the time and opportunity for study shall be given.

5. Living Wages Policy

   Suppliers, contractors and service providers shall ensure wages and benefits paid to workers is complying with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Deductions from wages as a disciplinary measure or any unlawful deductions shall not be permitted or practiced.

   Any deduction shall be explained and with a written consent by employee. All employees shall be provided with understandable written wages and related information in employment contract. All wages, benefits and deduction made shall be provided with written information, that is the payslip.

6. Working Hours Policy

   Suppliers, contractors and service providers shall ensure the working hours is complying with national labour laws and industry code of conduct, whichever affords greater protection. Workers shall not on a regular basis be required to work more than standard working hours of eight (8) hours per day or fourty-five (45) hours per week and all employee is provided with at least one day off for every seven (7) days period on average and overtime shall be voluntary and shall always be compensated at a premium rate as per our national labour law.

7. No Discrimination

Equal Employment Opportunity & Non-Discrimination

Suppliers, contractors and service providers shall commit to providing equal employment opportunity and non-discrimination for all employees and applicants without regards to race, religion, gender, age, marital status, disability, personal appearance, family responsibilities, political affiliation and etc. It is evaluated on the basis of personal skill, knowledge, experience and the suitability to the job.

Suppliers, contractors and service providers shall ensure equal employment opportunity applies to all aspects of employment, including recruitment, job tasks, working conditions, scheduling, benefits, wage and salary administration, promotions, disciplinary action, termination, and so on.

8. Regular Employment

Suppliers, contractors and service providers shall respect the recognised employment relationship. All employment condition shall comply with national law and practise. Suppliers, contractors and service providers shall provide regular employment (full time employment) to all workers, Suppliers, contractors and service providers shall fulfil obligation to employees under labour and social security laws.

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed–term contracts of employment.

9. Harsh or Inhumane Treatment

Anti-Harassment

Suppliers, contractors and service providers shall commit to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. Such harassment is including Sexual Harassment. Sexual harassment defined as "any unwanted conduct of a sexual nature, whether verbal, non-verbal, visual, gestural or physical, directed at a person which is offensive, humiliating or a threat to their well-being".

Suppliers, contractors and service providers shall have a Grievance and Complaint Procedure.

10. Environment Policy

Suppliers, contractors and service providers shall commit to environmental protection.

11. Business Ethical & Whistle Blowing

Compliance with law

Suppliers, contractors and service providers shall conduct business ethically without bribery, corruption or any type of fraudulent business practice. Suppliers, contractors and service providers shall commit to meet the requirement of local and national law in relations to bribery, corruption and any type of fraudulent practice.

All employees of Suppliers, contractors and service providers shall protect our company's legality by compliance to all legislation and laws.

Anti-Corruption

Suppliers, contractors and service providers shall prohibit briberies for the benefit of any external or internal party.

In offering and accepting business gift, this must not have any preference or personal relations as this is for business rapport building and not for the purpose of influence the business decision or lead to bribery.

External Communication

External communication is a platform established by the Company for stakeholders to give feedback.

Accurativ encourages open communication and welcome the public to give feedbacks. Any feedback can send the email to feedback@accurativ.com

Our company's general information is accessible by the public at the corporate website:

https://www.accurativ.com/

Suppliers, contractors and service providers shall have own channel for external communication.

Whistle-blowing Protection

Whistle-blowing is an act of voluntary reporting by the stakeholder or employee to the Management of any suspected wrong doing, illegal acts or acts in violation of rules and regulations committed by another employee.

Suppliers, contractors and service providers shall encourage the employees to voice the concern and at the same time the employees shall be well protected after making such report. This to promote responsible and secure whistleblowing protection without fear of undesirable consequences.

SUPPLIER RECEIPT AND ACCEPTANCE

This **Supplier Code of Conduct of Accurativ (M) Sdn Bhd** represents a brief summary of some important conducts, but is not intended to be all inclusive of Company policies or practices.

Our Company hereby acknowledges the contents and requirements of this Code of Conduct and related Terms of Implementation.

I, the undersigned, am the authorized representative of the below mentioned company and hereby acknowledge and agree to comply with the terms of Supplier Code of Conduct.

Company Name : _____
Signature :

_____

Name : _____
Designation : _____
Department : _____
Date : _____

Company Address & Stamp: