1.0 PURPOSE

1.1 To establish, implement and maintain the process to communicate RBA code of conduct requirements to suppliers and to monitor supplier compliance to the code.

2.0 SCOPE

2.1 ASP policies, procedures and guidelines apply to all employees any other operation that operate in ASP and its vendors, contractors, suppliers.

3.0 REFERENCE

3.1 Responsible Business Alliance Manual

4.0 DEFINITION

4.1 RBA – Responsible Business Alliance
4.2 HOD – Head of Department
4.3 SER – Social and Environmental Responsibility
4.4 MR – Management Representative
4.5 ASP – ASP Medical Clinic Sdn Bhd
4.6 Company - ASP Medical Clinic Sdn Bhd
4.7 Facility – Working place or site

5.0 **RESPONSIBILITY**

5.1 Management Representatives
5.2 HR department
5.3 Business Partners
5.4 Employees

6.0 PROCEDURE

6.1 A process to communicate code requirements to suppliers and to monitor supplier compliance to the RBA Code of Conduct.

6.2 The management team is to identify the next tier major suppliers based on established criteria and communicate the RBA requirement to them.

6.3 In response to ASP RBA compliance request, the supplier's management team shall establish an appropriate compliance document in respect to nature of operation.

6.4 Monitoring of supplier compliance from the identified suppliers shall be controlled by the facility RBA MR who will trigger and communicate on further requirements and advice.

6.5 The suppliers can be further categorized as subsequent tier upon needs arise to respond to the required SAQ independently which will be monitored by ASP Labour, Ethics, & Health & Safety MR.

6.6 ASP ensures labour agent and contractors implement RBA code, compliance with local and legal requirements. The compliance shall be in place to ensure workers can resign without penalty.

6.7 All the workers of suppliers, contractors and labour agents must be informed regarding RBA code of conduct.

6.8 All of ASP major suppliers are subject to be audited under RBAs internal, CMA or VAP audit scheme.

6.9 Corrective action plan for non-conformance shall be identified with verification mechanism to ensure corrective action is implemented**.**