COMPANY CODE OF CONDUCT

The Code of Conduct is aimed to support all employees in maintaining professional standards and executing their respective duties in a professional, honest, respectful and ethical manner at all times. Employers and employees must refrain from acting in a manner which compromises or undermines the core values of the Company. This company introduces the responsibility for any form of businesses to respect all human rights and measure the impact of the business operations within the community in which they trade in. Currently, this company practises UN Guiding Principles (UNGPs) that recognizes community human rights i.e. in the form of grievance mechanisms and freedom of Association (the Remedy pillar). The business impacts are subscribed into context of the state's duty to protect and create judiciary methods for business to have access to the Remedy pillar.

Please be aware that the contents of this Code of Conduct are non exhaustive.

1.1 ZERO TOLERANCE POLICY

The Company observes a ***Zero Tolerance Policy*** and will not excuse or tolerate any actions or behaviour which results in:

Child Labour:

It is the policy of TIONG TAT PRINTING INDUSTRY SDN BHD to never hire child labour. "Child labour" refers to work that deprives children of their childhood and affects their schooling, their potential and their dignity. It's work that's harmful to them mentally, physically and socially. In this policy, we refer to "child" as people who are younger than [*18*] years of age. We have age-verification procedures that are effectively implemented, so that every personnel file contains copies of the identification documents (such as birth certificates, national ID cards or school certificates) submitted by applicants.

Underage Labour Remediation Policy:

If for any reason (i.e oversight, the employee misrepresenting their age on documentation, false/incorrect identification documents, etc), the company finds that a child worker is in its employment, the company recognizes that the safety and protection of the child is paramount. Therefore, in the event a child worker is found to be in the employee of the organization, one of the following will be done depending on the child's nationality:

- If the Child is a Malaysian national, or Suspected Malaysian national, the company shall contact the Department of Social Welfare Malaysia (JKM), Ministry of Women, Family and Community Development and seek their guidance on remediating the situation.
- If the Child is a foreign National or suspected foreign national, the company shall contact the responsible embassy representing the child and seek their guidance on remediating the situation.

In all cases the company shall ensure no harm comes to the newly identified child.

Visitors with Child/Children accompany

The company security guards shall ensure that no child/children (below 15-years-old) shall be allowed entry to the premise to safeguard the safety of the child/children. If the needs arise that the child/children required to accompany his/her parent(s)/guidance(s), the child/children can be placed at the office reception area with the care from the Human Resource representative.

No Bonded, Forced Labour or Human Trafficking:

Not engage in, or through business partners, be complicit to, any form of servitude, forced, bonded, indentured, trafficked or non-voluntary labour, including state-imposed forced labour.

No bonded, forced labour or human trafficking is permitted which is the use of physical punishment confinement, threats of violence or other forms of physical, sexual, psychological or verbal harassment or abuse as a method of discipline or control. This includes:

- Prison Labor: Work performed by incarcerated individuals as a requirement of their sentence.
- Indentured Labor: Work performed by individuals contractually bound to their employer for a designated time period, usually in return for payment of travel and living expenses.
- Bonded Labor: Work performed by individuals who are subjected to loans that they are required to pay off through low wages by the lender and employer.

Adhere to international principles of responsible recruitment, including the Employer Pays Principle, and require the same from their recruitment partners, when engaging and recruiting all workers, either directly or indirectly, especially members of vulnerable groups such as temporary and migrant workers, As a minimum, this includes:

- No recruitment fees and costs are charged to workers
- Clear and transparent employment contracts
- Workers' freedom from deception and coercion
- Freedom of movement and no retention of identity documents
- Access to free, comprehensive, and accurate information
- Freedom to terminate contract, change employer, and safely return
- Access to free dispute resolution and effective remedies

Progressively compensate the damages incurred to the workers within a reasonable timeframe, and within the
framework of the same international principles, if historical or actual failure of adherence to principles is identified.

Discrimination:

Which is any conduct or behaviour which may constitute as discrimination on the grounds of discriminated against on the grounds of age, marital or family status, race, color, religious belief, nationality, ethnic origin, gender (including gender re-assignment), sexual orientation, disability, other similar factors (pregnancy, political opinion or affiliation, social status, etc) or indeed any other unjustifiable requirement of a like nature.

Hiring, compensation, promotion, termination, and retirement practices, and access to training, should be based on a person's ability to perform the job effectively, not on a person's individual characteristics.

Harassment:

Our anti-harassment policy expresses our commitment to maintain a workplace that is free of harassment, respectful of a workers' rights and dignity, so our employees can feel safe and happy. This includes ensuring that no corporal punishment or physical coercion be used.

Harassment includes violence, fighting, bullying, intimidation, direct insults, malicious gossip and victimization. We cannot create an exhaustive list, but here are some instances that we consider harassment:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumors about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.
- Involving in physical.

We will not tolerate anyone intimidating, humiliating or sabotaging others in our workplace. Sexual harassment is illegal and we will seriously investigate relevant reports.

If an employee is found guilty of sexual harassment, they will be terminated.

Facilities will not engage in or tolerate sexual harassment, indecent or threatening gestures, abusive tone or language or any other kind of undesired physical or verbal contact, such as bullying. In particular, facilities will ensure proper training at all levels - including management, supervisors and workers - to secure a workplace free of harassment or abuse.

This workplace harassment policy applies to all employees, contractors, public visitors, customers and anyone else whom employees come into contact with at work

BRIBERY AND CORRUPTION

Company has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, with integrity, ethical and honest manner in all business dealings and relationships, wherever in the country we operate.

Company prohibited with zero tolerance toward accepting or offering any advantages, gifts, benefits, bribery, graft or any form of inducement in return for the allocation of purchase orders, business opportunities or contracts.

This anti-bribery policy applies to all employees (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, seconded staff, home workers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us (including third parties), or any of our subsidiaries or their employees, no matter where they are located (within or outside of Malaysia), Officers, Trustees, Board, and/or Committee members at any level.

In the context of this policy, third-party refers to any individual or organisation our company meets and works with. It refers to actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies – this includes their advisors, representatives and officials, politicians, and public parties.

Any arrangements our company makes with a third party is subject to clear contractual terms, including specific provisions that require the third party to comply with minimum standards and procedures relating to anti-bribery and corruption.

To refer to Company Anti-corruption and Anti-bribery policy for full details.

FRAUD

This policy applies to any irregularity, or suspected irregularity, involving employees as well as shareholders, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with Tiong Tat Printing Industry Sdn Bhd (also called the Company).

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the Company.

All business dealings should be transparently performed and accurately reflected on participant's business books and records. Information regarding participant labor, health and safety, environmental practices, business activities, structure, financial situation and performance to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsifying of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of company activities
- Disclosing confidential and proprietary information to outside parties
- Disclosing to other persons securities activities engaged in or contemplated by the company
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Company. Exception: Gifts less than $50 in value.
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
- Any similar or related irregularity

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MONEY LAUNDERING

To acknowledge an importance of preventing money laundering, terrorist financing, and financing of proliferation (hereinafter referred to as "ML/TF") and shall make our best effort to prevent ourselves, including our customers, our employees and business vendors from engaging and/ or providing assistance to engage in ML/TF.

- Company shall comply with any laws and regulations related to preventing ML/TF that apply.
- Company shall not accept any customers or transactions involved with ML/TF.
- Company shall establish an appropriate framework to prevent ML/TF and conduct the following measures:
    - Customer Due Diligence such as KYC for preventing ML/TF
    - Suspicious activity reporting and implementing applicable measures

1.2 PROFESSIONAL AND PERSONAL CONDUCT

1.2.1 All employees are expected to behave in accordance with the Company Values of Mutual Trust & Respect, Honesty & Integrity, Personal Accountability, People First and Tenacity. In line with these values, the personal and professional conduct of all employees should be such that it contributes to a productive and harmonious workplace.

1.2.2 As such, employees should always ensure:

(a) Compliance with all statutory and regulatory requirements and the UN Guiding Principles (UNGPs);

(b) Adherence and observation of all Company Policies;

(c) That they behave in a manner which minimises any risk of loss or damage to the Company's property, image or lowering of its productivity or quality standard or the lowering of the general morale in the Company;

(d) That they conduct themselves with politeness and dignity and responsibility at all times and not to indulge in any act or conduct that may cause damage to the good name of the Company or to their own integrity, reputation or credibility or bring the Company into disrepute;

(e) That decisions are made fairly and without bias, using the best factual information available;

(f) Not to conduct themselves in a manner that can reasonably be construed as being negligent, careless or lacking in efficiency. Any payment that has to be made by the Company as a result of the employee's negligence or carelessness or as a result of action taken without approval shall be recoverable from the employee's by ways that the Company deems fit;

(g) Continuous development within their respective fields of expertise by keeping up-to-date with all industry developments;

(h) The exercise of their best judgement when making decisions;

(i) Good relations are maintained with those for whom or with whom they work and to avoid obstructive behaviour or actions which threaten their health or safety;

(j) Maintaining adequate documentation to support all decisions made and actions taken;

(k) Treating all other Company employees with the highest politeness; and

(l) Acting responsibly and reporting any known insensitive and unethical behaviour, or breach of Company Policies by another employee to a Head of Department or the Human Resource Department.

1.3 DRESS CODE, APPEARANCE AND UNIFORM POLICY

1.3.1 **Purpose**

- to present a recognisable, consistent, tidy, professional image and corporate appearance of staff to the community;
- to ensure that staff are appropriately dressed for their duties;
- to ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions;
- to acknowledge cultural sensitivities

1.3.2 **Scope**

This policy is applicable to the nature of work being performed on any given day. Where an employee is temporarily visiting another location, the uniform requirements of the temporary location will apply.

All employees within the Management Department shall dress in presentable and formal office attire so as to present a professional appearance at all times and not impair the image of the Company.

All employees working in the Production Department shall dress in company uniform, long pants and adhered to the use of personnel protective equipment at all times where it required. This includes overtime and work done on off-day, rest day or paid public holidays.

1.3.3 **Dress Down Saturdays**

Management office employees can wear more casual clothing like jeans, simple blouses and boots on Saturdays. This will not apply if employees are meeting with clients, partners and other external parties.

All clothes must project professionalism, clean and in good shape. Clothes that are too revealing, discernible rips, tears or holes are not allowed. Employees must avoid clothes with stamps that are offensive or inappropriate.

1.3.4 **Temporary Visits to Works Facilities**

Visitors to any Works facility must be accompanied by an employee who has the appropriate work health and safety induction to the site. The accompanying person will direct the movements of the visitor according to the task being performed and their level of PPE. The accompanying person

will have the final say with regard to the movement of visitors around the location and may ask a visitor to leave on the grounds of inadequate PPE.

1.3.5. **Wearing Uniform Out of Hours**
Employees should not wear any piece of clothing that could be associated with Company after hours except when travelling via a reasonable route to or from work.

1.3.6. **Conduct Whilst in Uniform**
Employees must recognise that when wearing Company uniform they are representing Company and should therefore ensure their behaviour reflects their responsibilities under the Code of Conduct. The consumption of alcohol and drugs whilst in uniform is prohibited.

1.3.7. **Breaching this Policy**
An employee who fails to comply with this policy may be sent home by their manager to change. Time taken to comply will be considered leave. Frequent breaches of this policy may result in disciplinary action.

1.4 CONFIDENTIALITY

'Confidential Information' includes but is not limited to any confidential information relating to and/or derived from the business organisation, transactions, finances, technology, processes, specifications, methods, designs, formulae, technology, business practices, trade secrets and business activities or affairs, of and concerning the Company and all its existing and/or potential customers and suppliers.

1.4.1 All employees must not to use, disclose or duplicate any Confidential Information in a manner which may injure, cause loss directly or indirectly to the Company, its existing business and any other business it may venture into and in a manner that is contrary to the proper performance of their employment duties unless, authorised or required by their duties or a court of competent jurisdiction.

1.4.2 Employees shall also use their best actions to prevent the use or disclosure to or by any person, firm or organization, other than in the course of the proper performance of their employment duties or with the consent of the Company, any Confidential Information which comes to during engagement.

1.4.3 This restriction shall apply during and after the termination of the employee's engagement without any time limit but shall cease to apply to information or knowledge which has in its entirety become public knowledge otherwise than through any unauthorised disclosure or other breach. Accordingly, all information, records, manuals, documents must be returned to the Company immediately upon the employee ceasing employment with the Company.

1.4.4 Employees shall also not permit any person to assist them or the Company in the provision of services which entails them being exposed to Confidential Information unless that person has signed a confidentiality undertaking in the form approved by the Company.

1.5 EMPLOYEE ACCESS & IDENTIFICATION.

1.5.1 All management employees will have their thumbprints registered via a biometric system which identifies them as a company employee providing an access record of attendances and whereabouts during working hours. Any tampering or misuse of the biometric system will result in serious disciplinary action.

1.6 COMPANY RESOURCES AND FACILITIES.

Protection of Company Property

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

Employees:

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

1.6.1 Company facilities and resources must be used responsibly. Misuse or damage to Company property will not be tolerated. Accordingly, the facilities and resources must be looked after, kept clean and utilised for business related purposes only and are provided to enable employees to carry out their duties efficiently and effectively.

1.6.2 Company communication facilities are provided to facilitate internal and external communication for the Company. As such, facilities like electronic mail, internet, telephone systems and facsimile in particular, must not be utilised for personal use save for exceptional circumstances under which prior consent must be obtained from the HR Department. Accordingly, personal telephone calls may only be made or received in cases of emergency on the Company telephone system as the lines are to remain open for business calls.

1.6.3 The Company monitors the systems and network for unauthorised use. Misuse of resources and facilities shall be taken very seriously by the Company and result in disciplinary action.

1.6.4 INTELLECTUAL PROPERTY

All product and packaging designs, records, documents, papers and other materials produced or acquired by an employee in the course of employment with the Company, using Company resources, facilities and time, shall become the property of the Company.

1.6.5 COPYRIGHT

The Company uses its best endeavours to comply with all legislative, regulatory, and contractual obligations relating to copyright. As such, all employees are expected to do the same at all times.

Employees who breach the Copyright Act do so at their own risk and accordingly shall assume all liability, including the possibility of disciplinary action for copyright infringement both by the Company and the relevant authority.

1.6.6 INFORMATION TECHNOLOGY

Company IT facilities includes electronic mail, internet, desktop and laptop computers, facsimile, printers, and scanners. Use of these resources for unauthorised purposes including accessing or downloading unauthorised material or information is prohibited.

The software used by employees has been obtained under license agreements which the Company accords to. As a result, employees are to refrain from downloading and/or installing any programmes or software to their computer without prior consent. Installation of unlicensed and pirated software is strictly prohibited. Non-conformance will result in serious disciplinary action.

1.7 CONFLICT OF INTEREST

When a person is employed by the Company, it is the Company's understanding that the Company is his primary employer. Other employment or any involvement directly or indirectly in the management of any Company or participation in any business activities including family enterprises whether for gain or otherwise or undertaking any form of paid work including self-employment that is in conflict to his work schedule and/or distracts his attention or duties to the Company is considered a breach of his contract of employment, unless prior express consent has been obtained from the Company.

1.8 PUBLIC STATEMENTS AND MISREPRESENTATIONS

"Public statement" includes the making of any statement or comments to the press or the public or in the course of any lecture or speech or the broadcasting thereof by sound or vision or through the electronic media.

1.8.1 All statements and representations made for and on behalf of the Company must be made only by the Company's authorised or appointed spokesperson.

1.8.2 All employees shall not either orally, in writing or in any other form make or circulate any public statements on:

(a) The policies or decisions of the Company on any issues;

(b) The work of the department in which he is or was employed where such statement may reasonably be regarded as indicative of the policy of the Company or may embarrass or be likely to embarrass the Company; and

(c) Measures taken by the Company on any official matters taken or carried out by the employees.

1.8.3 All employees shall not make use of the Company's name or stationery or logo or trademarks in a private capacity.

1.8.4 All employees shall not, at any time, criticise or comment on other companies, so much so that it may cause the Company to be used for defamation.

1.9 FINANCIAL TRANSACTION

1.9.1 Unauthorised financial transactions listed below are instances prohibited within the Company's premise unless approved by the Company:

(a) Any type of gambling;

(b) Donations for political;

(c) Private trade or sales including private insurance arrangements; and

(d) Lending or borrowing money in circumstances prejudicial to discipline.

1.9.2 Donations for compassionate or calamities reason such as death or disability of employee or accident or natural disaster of employee or his family shall be communicated to HRD to obtain Company's approval before such donations are collected.

1.10 HOUSEKEEPING

All employees are responsible to keep their work place clean and tidy at all times in accordance with the provided Good Manufacturing Practices and Hygiene Practices. All company property and company issued items must be properly looked after and maintained.

1.12 COMPLIANCE WITH APPLICABLE LAWS AND STANDARDS

All business activities of Tiong Tat Printing Industry and Its suppliers must conform to all applicable national and local legal requirements, customs, and published industry standards pertaining to employment and manufacturing. If statutory requirements and published industry standards conflict, Tiong Tat Printing Industry and suppliers must, at minimum, be in compliance with the one which, by law, take priority.

1.13 FREEDOM OF ASSOCIATION

In Tiong Tat Printing Industry employees have the rights of freedom of association and collective bargaining. We respect the right of our employees to choose whether or not to join a trade union without influence or interference from management.

The company emphasizes to promote a peaceful, harmony and safe working environment for fellow workers. Should there is any grievances or dispute to following the proper channel of grievances mechanism as set up by the company procedure. I.e. to speak through workers representative to raise the issue/concern through workers representative meeting for solutions. Company does not encourage aggressive method of expressing grievances (i.e strike, sabotaging, reducing output intentionally, etc). This is to ensure business operations will continue uninterrupted and not harmful to company sustainability.

1.14 COMPANY GRIEVANCE POLICY AND PROCEDURE

1.14.1 **Purpose**
To ensure that staff complaints are resolved in a timely effective without fear of retaliation.

1.14.2 **Scope**
These procedures are applicable to all staff, including probationary or temporary employees.

1.14.3 **Responsibility**
Human Resource department is responsible for handling staff complaints.

1.14.4 **Procedure**

(a) Employees may raise complaints and grievances concerning their conditions of work. Such conditions include wages, hours, or any other matters related to the employer-employee relationship. For example: salary, benefits, forced labour, child labour, environmental safety and health, and other related matters.

(b) "Suggestion Box" is set up at staff thumb print area, for the staff to drop their complaints via completed "Complaint/Suggestion For", which freely available within suggestion box.

(c) Human Resource department to retrieve complaint/suggestion forms from designated mail box at least once a week. All employee complaints to be registered into employee complaints logbook.

(d) On accepting the complaints forms, Human Resource department shall process the complaint details with relevant departments (HOD) and record the results or outcome. Evidence shall be retained.

(e) Complaints to be treated confidentially, when it is not necessary, complainer department, name, I/D number information will not be exposed.

1.14.5 **Complaint form reply**
Human Resource department or (his designee) shall, within 14 days to return the results to the complainant. If the complainant not satisfied, then the consultations should continue.

1.14.6 **Applicable law & regulation**
Complaint handling should be based on the laws and regulations of the country were based on the related to the company's written policy. Shall any conflicts arise, then it, shall be based on the most demanding standard.

1.15 WHISTLEBLOWING POLICY

The company has put in place a Whistle-blower Policy to uphold the highest standards of professionalism, integrity and ethical behaviour in the conduct of its business and operations. The policy sets out procedures which enables Employees and members of the public to raise genuine concerns regarding actual or suspected unethical, unlawful, illegal, wrongful or other improper conduct and also sets out the process for managing any action, intimidation or harassment against a whistle-blower.

A non-compliance ethic's email is available as a part of company continuing efforts to ensure compliance with our Code of Ethics, Code of Conduct, and other legal and ethical. Anonymous report shall made directly to compliance@tiongtat.com.my

Contacts can be made confidentially. Reports will go directly to compliance committee and will investigate and discuss with the appropriate senior executive officer.

1.16 COMPANY RULES AND REGULATION

The list of policy below is non exhaustive

1.16.1 SMOKE FREE WORKPLACE POLICY

This policy aims to protect non-smokers from second-hand smoking, avoid setting off alarms and smoke detectors, preserve an image of a clean workplace, and avoid fires from discarded cigarettes which will put all employees in high danger.

This policy applies to all employees of our company as well as to visitors, contractors and temporary staff. Our policy refers to all tobacco products.

As a general rule, smoking is not allowed indoors and in company factory areas. This rules refers to:

- Working areas
- Hallways
- Staircases
- Restrooms

- Warehouses
- Company vehicles

We permit smoking during normal breaks at designated smoking areas (i.e, outside company gate)

1.16.2 SUBSTANCE ABUSE POLICY

To safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. **Substance abuse** imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poorer job performance and accident risks.

To mitigate these risks, we have developed this substance abuse policy to prohibit the use, possession or sale of drugs on company premises and strictly regulate the consumption of alcohol.

This policy applies to all job applicants, employees, contractors and part-time employees.

Illegal drugs, inhalants and prescription as well as over-the-counter drugs fall into the "substances" category. We will also place restrictions on alcohol consumption.

While working, you must not:

- Possess, use or be under the influence of alcohol, inhalants or drugs.
- You can consume alcohol in moderation while in approved business meetings or social gatherings.
- Sell, buy, transfer or distribute drugs or drug paraphernalia.
- Use prescription drugs (e.g. medical marijuana) while working or being on company premises.

1.16.3.NO HANDPHONE POLICY
In order to safeguard workers safety while operating machineries in production, not to get distracted and causing declining in productivity, using personal cell phone's camera or microphone to record company confidential information, only authorized personnel could allow to bring handphone into company premises.

1.16.4 SOCIAL MEDIA POLICY

This **policy** provides a framework to all our employees for using social media. Social media is a place where people exchange information, opinions and experiences to learn, develop and have fun. Whether you're handling a corporate account or using one of your own, you should remain productive and avoid damaging our organization in any way. This policy provides practical advice to avoid issues that might arise by careless use of social media in the workplace.

By "social media", we refer to a variety of online communities like blogs, social networks, chat rooms and forums – not just platforms like Whatsapp, LINE, WeChat, Facebook, Twitter, Instagram, LinkedIN, etc

This policy is built around two different elements: one, using personal social media at work and two, representing our company through social media.

1.16.4.1 Policy elements

Using personal social media
We *[allow]* our employees to access their personal accounts at work. But, we expect you to act responsibly and ensure your productivity is not affected.

Whether you're using your accounts for business or personal purposes, you may easily get sidetracked by the vast amount of available content. So, please restrict your use to a few minutes per work day.

We ask you to be careful when posting on social media, too. We cannot restrict what you post there, but we expect you to adhere to our confidentiality policies at all times. We also caution you to avoid violating our anti-harassment policies or posting something that might make your collaboration with your colleagues more difficult (e.g. hate speech against groups where colleagues belong to).

In general, please:

We advise our employees to:

- **Ensure others know that your personal account or statements don't represent our company.** You shouldn't state or imply that your personal opinions and content are authorized or endorsed by our company. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.
- **Avoid sharing intellectual property** like trademarks on a personal account without approval. Confidentiality policies and laws always apply.
- **Avoid any defamatory, offensive or derogatory content.** It may be considered as a violation of our company's anti-harassment policy, if directed towards colleagues, clients or partners.

Representing our company
Some employees represent our company by handling corporate social media accounts or speak on our company's behalf. When you're sitting behind a corporate social media account, we expect you to act carefully and responsibly to protect our company's image and reputation. You should:

- **Be respectful, polite and patient,** when engaging in conversations on our company's behalf. You should be extra careful when making declarations or promises towards customers and stakeholders.
- **Avoid speaking on matters outside your field of expertise** when possible. Everyone should be careful not to answer questions or make statements that fall under somebody else's responsibility.
- **Follow our confidentiality policy and data protection policy** and observe laws on copyright, trademarks, plagiarism and fair use.
- **Inform our [*PR/Marketing department*]** when you're about to share any major-impact content.
- **Avoid deleting or ignoring comments** for no reason. They should listen and reply to criticism.
- **Never post discriminatory, offensive or libellous** content and commentary.
- **Correct or remove** any misleading or false content as quickly as possible.

ALL EMPLOYEES ARE BOUND BY THIS CODE OF CONDUCT AND ANY VIOLATIONS MAY RESULT IN SERIOUS DISCIPLINARY ACTION.

AN EMPLOYEE, WHO REQUIRES CLARIFICATION ON THE CONTENT OR APPLICATION OF THIS CODE, SHOULD NOT HESITATE TO CONTACT THEIR RESPECTIVE HEAD OF DEPARTMENT OR THE HUMAN RESOURCE DEPARTMENT.

Acknowledgment Form of Company Code of Conduct

I hereinafter referred as "The Employee" have received, read, understood and agreed the

TIONG TAT PRINTING INDUSTRY SDN BHD

Company Code of Conduct.

I am bound by this CODE OF CONDUCT and any violations may result in serous DISCIPLINARY ACTION.

I acknowledge that should I require any clarification on the content or application of this code, I shall not be hesitated to contact my respective Head of Department (HOD) or the Human Resource (HR) Department.

I also acknowledge that, company shall review, add, delete, amend and/or obsolete any clause from time to time according to the ILO/Local Law requirements. The enforcement and/or interpretation rests solely with company and does not confer or create any rights in favor of any party other than company.

Employee Name : _____

Employee Number : _____

Employee Signature : _____

Date (dd-mm-yyyy) :_____

Thumbprint :

Left thumb	**Right thumb**