美化學有限公司
May Chemical Sdn. Bhd. 198901007595 (184898-D)

**Head Office**
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**Kedah**
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**Perak**
Lot 15505 Jalan Pelabuhan 6
Lumut Port Industrial Park
Seri Manjung
32200 Lumut
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Tel: 05-6922532

# CODE OF CONDUCT

May Chemical Sdn Bhd provides guidance in dealing with customers, suppliers, employees and the public with integrity in an ethical and appropriate manner in order to ensure all the business interaction are up to highest standards of integrity.

## A- LABOR

1) **Freely Chosen Employment**
   Any type of forced, involuntary or exploitative prison, indentured, bonded (including debt bondage), trafficked or slave labor is not permitted.

2) **Young Workers**
   Workers under age of 18 are not allowed to perform work that is likely to jeopardize the health or safety of these young workers, including night work or overtime.

3) **Working Hours**
   The working hours shall not exceed the maximum set by national laws and regulations. Workers shall receive at least one (1) day off for every seven (7) days. The workers shall be allowed for mandated breaks, holidays and vacation days including time off when ill or for maternity leave.

4) **Wages and Benefits**
   Wages for regular and overtime hours shall be correctly calculated and timely paid to all workers. For each pay period, workers shall be provided with understandable wage statements that includes sufficient information.

5) **Humane Treatment**
   There shall be no harsh or inhumane treatment including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming or verbal abuse of workers.

6) **Non-Discrimination/ Non-Harassment**
   The company shall promote equality of opportunity and diversity in the workplace. The company shall not engage in discrimination or harassment support based on race, colour, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices.

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**7) Freedom of Association**

Workers can form or enrol in a trade union of their own free will. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation or harassment.

## B- HEALTH AND SAFETY

The company shall promote the good health of workers, and shall provide and maintain a safe and secure working environment in accordance with applicable laws and internationally recognized standards.

Hazards shall be identified, assessed risk, mitigated and monitored the necessary precautionary measures taken to prevent accidents, occupational diseases and foreseeable emergencies.

The company shall establish and implement appropriate systems for recording, investigating and implementing learning points from accidents and emergencies. The company has to develop and implement a training programme designed to ensure that workers are adequately educated on health and safety issues. This shall be include the nomination and training of workers at an appropriate level with responsibility for discharging the company's health and safety obligations.

## C- ENVIRONMENT

Company shall take a precautionary approach towards environmental and climate challenges, ensure that responsible practices for managing environmental impacts are in place, and encourage the development and diffusion of environmentally friend technologies.

The Company shall comply with the applicable laws and internationally recognized standards. Company is committed for the effective implementation of Environmental Management System in accordance with internationally recognized standards to the extent applicable to operations.

The Company shall minimize its environmental impact and continuously improve its environmental and climate performance and work towards, resource efficiency and sustainable waste management.

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## D- ETHICS

### 1) Business Integrity

The highest standards of integrity are to be upheld in all business interactions. The company shall practice zero-tolerance to prohibit any forms of bribery, corruption, extortion and embezzlement.

### 2) No Improper Advantage

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage.

### 3) Disclosure of Information

All information regarding participant's labor, health and safety, environmental practices, business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices.

### 4) Intellectual Property

Intellectual property rights are to be respected, transfer of technology and know-how is to be done in a manner that protects intellectual property rights, and customer and supplier information is to be safeguarded.

### 5) Fair Business, Advertising and Competition

Standards of fair business, advertising and competition are to be upheld.

### 6) Protection of Identity and Non-Retaliation

Programs to ensure the confidentiality, anonymity and protection of supplier and employee whistle blowers are to be maintained.

### 7) Responsible Sourcing of Minerals

The Company shall adopt a policy and exercise due diligence on the source and chain of custody of the tantalum, tin, tungsten, and gold in the products they manufacture to reasonably assure that they are sourced in a way consistent with the Organization for Economic Co-operation and Development (OECD) Guidance.

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### 8) Privacy

The Company are committed to protect reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers and employees.

## E- MANAGEMENT SYSTEM

The Management System shall be designed to ensure:

a) Compliance with applicable laws, regulations and customer requirements related to the participant's operations and products

b) Conformance with this Code

c) Identification and mitigation of operational risks related to this code

It should also facilitate continual improvement and contain following elements;

### 1) Company Commitment

Corporate social and environmental responsibility statements affirming company's commitment to compliance and continual improvement, endorsed by executive management and posted in the facility in the local language.

### 2) Management Accountability and Responsibility

The Company shall clearly identifies senior executive and company representative that responsible for ensuring the implementation of the management systems and associated programs. Top management shall review the status of the management systems on a regular basis.

### 3) Legal and Customer Requirements

A process to identify, monitor and understand applicable laws, regulations, and customer requirements, including the requirements of this Code.

### 4) Risk Assessment and Risk Management

Determination of the relative significance for each risks and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

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**5) Improvement Objectives**

The Company shall has written performance of objectives, targets and implementation plans to improve the social, environmental, health and safety including periodic assessment in achieving those objectives.

**6) Training**

Training shall be conducted to all level of employees as per training schedule plan.

**7) Communication**

A process for communicating clear and accurate information about company policies, practices, expectations and performance to workers, suppliers and customers.

**8) Worker Feedback, Participation and Grievance**

An effective grievance mechanism shall be held in order to assess worker's understanding of and obtain feedback on or violations against practices and conditions covered by this Code and to foster continuous improvement.

**9) Audits and Assessments**

Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code and customer contractual requirements related to social and environmental responsibility.

**10) Corrective Action Process**

A process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews.

**11) Documentation and Records**

Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

**12) Supplier Responsibility**

A process to communicate Code requirements to suppliers and to monitor supplier compliance to the Code.