

# EPIC

## CODE OF BUSINESS ETHICS



*This Code of Business Ethics is applicable to EPIC Berhad and its Group of Companies. The Standards set out in this Code are to be used as reference and general guidelines and are not intended to supersede any applicable legal or regulatory requirements such as those imposed by the Federal and State Government. Otherwise, EPIC reserves the right to modify, revise, cancel or waive any policy, procedure, or condition without notice and without revision of the Code. Moreover, the provisions of the code may be modified by EPIC to adapt them to local laws and conditions.*

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# GENERAL BUSINESS

## PRINCIPLES

Eastern Pacific Industrial Corporation Berhad (EPIC) is an integrated oil & gas solutions provider for both the upstream and downstream value chain. Its core business is in providing base services tailored to the oil & gas offshore industry, and includes port management, marine engineering and services and engineering & maintenance services. EPIC also serves in the renewable energy & green technology industry.



By leveraging the unique strengths of its subsidiaries, EPIC is able to provide a full spectrum of services and facilities are boosted by other value-added services such as marine repair and maintenance, property rental services and more. All these services and facilities comply with world-class standards of safety, quality and efficiency through the utilization of cutting-edge technologies and the engagement of highly skilled and experienced human resources.

EPIC's competitive edge comes from its control of a strategically located hub of the south China Sea's oil & gas exploration and production activities. This location also allows it to serve as the gateway for both the oil & gas and heavy industrial complexes to the East Coast of Peninsular Malaysia. In line with its tagline 'Shaping the Growing Future' EPIC continuously strives to augment and expand its activities, while continuing to deliver excellence in its business portfolio to be the premium supply base and port in West Malaysia and South East Asia.

## Our Vision

*“To become a prominent state-linked corporation through excellence in oil & gas, logistic and energy business”*

## Our Mission

*“As a business entity, we optimize our service quality, cost effectiveness and profitability in all our activities along the stakeholder’s value chain”*

*“As a state-linked corporation, we contribute rigorously to the well being of the state’s socio-economic development”*

## ABOUT THIS CODE

- a. This Code of Business Ethics (“Code” or “COBE”) is **applicable** to EPIC Berhad and its Group of Companies (“the Group”).
- b. This Code applies to all directors and employees of the Group as well as its related companies and any third parties dealing with the Group. The standards set out in this Code are to be used as reference and **general guidelines** and are not intended to supersede any applicable legal or regulatory requirements such as those imposed by the Federal and State Government.
- c. Compliance with this Code is **mandatory**. Any non-compliance shall be subject to disciplinary action. In the absence of written policies or when in doubt, appropriate authorities, e.g., Head of Integrity & Governance Unit should be consulted. Absence of policy does not by itself imply that an action is either permitted or forbidden.
- d. This Code shall be reviewed on a biennial basis; or as and when required or when major changes occur. In the event of the latter, the changes shall be **communicated** through issuance of an internal memorandum.
- e. The completion and revision of this Code shall require the **approval** of EPIC’s Board of Directors.
- f. As and when required by the Group, all directors and employees are required to submit the **signed version** of the following:
  - i. COBE receipt and acknowledgement form
  - ii. Declaration form
- g. In the event that any **clarification** is required, it shall be your responsibility to consult your immediate supervisor and/or Head of Integrity & Governance Unit.

## DEFINITIONS

- a. References to **“you”** in this Code refer to any person to whom this Code applies. Where more specific references are used such as “director” or “employee”, the more specific reference applies.
- b. For purposes of this Code, the term **“employee”** means any person who is in the employment of EPIC Group including but not limited to permanent, contract, executive, non-executive, secondees, trainees/interns and individual on direct hire.
- c. For the purposes of this Code, the term **“family or household”** includes employee’s spouse(s), children (including stepchildren and adopted children), parents, step-parents, siblings, step-siblings, grandparents, grandchildren, in-laws, uncles, aunts, nieces, nephews, cousins, and other persons who are a member of your household.
- d. The term **“EPIC Berhad”** means EASTERN PACIFIC INDUSTRIAL CORPORATION BERHAD. The expression “EPIC Group” is used for convenience where references are made to EPIC Berhad and subsidiaries and controlled companies of both direct and indirect interests. The companies in which EPIC Berhad has direct or indirect shareholding are distinct legal entities.
- e. Unless otherwise stated, the following shall apply:
  - i. **“The Company”** refers to EPIC Berhad or the respective companies.
  - ii. “EPIC Group” or **“the Group”** refers to Eastern Pacific Industrial Corporation Berhad and its Group of Companies.
  - iii. **“The Board”** refers to the Board of Directors of the Company.

- iv. **“Human Resources”** refers to either the Group Human Resource of EPIC Berhad and/or the Human Resource or any other Department in charge of employee related matters of the respective companies.
- v. **“Management”** refers to those persons who perform the task of managing a specific function of the Company (e.g. Group Chief Financial Officer, General Manager, etc).
- vi. **“Head of Company”** refers to the Business Head who runs all aspects of the Company (i.e. holds title such as Group Chief Executive Officer, General Manager, etc).



# SECTION 1:

## INTRODUCTION

### 1.0 Application and Coverage

- 1.1 This EPIC Group's Code of Business Ethics ("Code" or "COBE") is intended to **apply** to every employee of the group. It is also intended to apply to every director (executive and non-executive), except as otherwise stated in this Code.
- 1.2 Joint-venture, co-ventures and associated companies, in which EPIC Berhad is a non-controlling stakeholder, are **encouraged to adopt** these or similar practices.
- 1.3 Although this code is specifically written for the directors and employees of the group, the group expects **third parties** who have business relationships with the group to comply with it when performing their work or services. The third parties include but not limited to, contractors, subcontractors, consultants, agents, suppliers, vendors, customers, government officers and communities. **Failure to comply** with the relevant principles and standards set out in this code may result in the **termination** of the non-complying party's relationship with the group and other adverse consequences.

### 2.0 General Principles of This Code

- 2.1 This code defines how you should conduct yourselves as **representatives** of the Group. This Code also addresses your responsibilities to the Group, to each other, to business partners, government, Rakyat, as well as to yourselves.

- 2.2 This Code shall be **read together** with other relevant Group policies and procedures, and applicable acts, laws, rules and regulations with utmost integrity and honesty in all matters and situations.
- 2.3 This Code attempts to address situations that might encounter on legal and ethical issues. However, this Code does not address every possible situation. You are obliged to familiarize yourself with it and adhere to all applicable policies, procedures, laws and regulations of the countries in which the Group operates. If you are still in doubt, please **seek advice** from your Head of Human Resources, Legal or Integrity & Governance Unit.
- 2.4 This Code **governs** the Group's business practices and decision making. Therefore, all applicable policies, procedures and local practices in the Group shall conform to this Code. In the event of ambiguity or conflict between this Code and the Group policies and procedures shall be revised to ensure conformance with this Code. However, in any case of inconsistency between this Code and regulatory and legislative pronouncements, the law shall prevail. If you have any questions about any of these conflicts, please consult your head of Human Resources, Legal or Integrity & Governance Unit.

### 3.0 Who Must Follow

- 3.1 This Code shall apply to all **directors** and **employees** of EPIC Group and all parties with whom the Group has a current or potential relationship. You must also adhere to other internal policies, guidelines, standard operating procedures, and other applicable laws and regulations that govern your business activities. It is your **responsibility** to acknowledge and follow this Code, failing to do so shall be regarded as an action of misconduct.
- 3.2 No matter when or where, either outside working hours or working place, you must **adhere** to all applicable laws, rules and regulations, and not involve yourselves in immoral or any activities that could tarnish the Group's image.

- 3.3 The Group believes that every employee is an **ambassador**, regardless of their job, title, or function. Following this Code could turn you into an excellent role model, who works ethically and with full integrity, to others.
- 3.4 The Management, including directors are responsible to serve as positive **role models** in every respect and help employees to always understand and comply with this Code.

## 4.0 Board Members and Management Responsibilities

- 4.1 As Board members and Management, you are accountable for **ethical behavior**. The Group expects you to always model appropriate conduct. You shall uphold the spirit and intent of this Code, demonstrate the core values all the time and lead with integrity. This means you should:
- a. **Understand** this Code and be able to deliver its key messages and contents.
  - b. **Help** employees understand this Code as well as other policies.
  - c. Consistently **demonstrate** exemplary behavior.
  - d. Be open-minded and make opportunities for employees to **discuss** this Code and ethical problems.
  - e. Encourage employees to **speak up** on any ethical misconduct without the fear of retaliation.
  - f. **Recognize** employees' ethical behavior.
  - g. **Never** dismiss or ignore a concern raised.
  - h. Act responsibly if employees **report** any misconduct or suspected violating of this Code.
- 4.2 It does not matter whether you are a part of the Management or not. You shall **support** each other in upholding a high standard of business conduct that all of us can be proud of.

## 5.0 Employees Responsibilities

- 5.1 You are expected to **understand** this Code and **comply** with it wherever you are at all times. It is our responsibility to work with integrity, respect, and good judgement, and not forgetting to always be within the law. All employees shall be accountable for:
- a. Fully understanding this Code and knowing how to **access** it, as well as apply it.
  - b. Following the provision and spirit of applicable laws, rules and regulations and all policies, guidelines, and procedures of the Group.
  - c. **Raising questions** immediately if you are ever in doubt or unsure.
  - d. **Speaking up** if you think there is a violation of this Code, or an activity or behavior that potentially could violate this Code.
  - e. **Cooperating** with investigators and regulators.
- 5.2 These are all important responsibilities, and all employees must **take them seriously**. This Code cannot cover every scenario you might find yourselves in, and you should use your good judgement to determine whether your action is in line with the Group core values. If you are in doubt, please consult your head of Human Resources, Legal or Integrity & Governance Unit.

## 6.0 Breaches of This Code

- 6.1 Everyone in the Group is held accountable for their own behaviour. Any action that violates this Code must be viewed as a **serious matter** and shall be addressed by the relevant authorities, e.g. Human Resources, Legal, Integrity & Governance Unit, etc. The relevant authorities shall, in accordance with respective policies and standard operating procedures, determine the appropriate disciplinary and corrective actions to be imposed.
- 6.2 Anyone in the Group who is found guilty or who has violated this

Code shall be subject to **disciplinary action** which may include repayment of financial loss and termination of employment as decided by the relevant authorities within the Group.

- 6.3 In the event of certain violations (e.g., bribery and commercial crimes) that may result in criminal prosecution, the matters shall be **referred** to the appropriate law enforcement authorities, e.g., Royal Malaysia Police (RMP) and Malaysia Anti-Corruption Commission (MACC).
- 6.4 You have the obligation to **uphold** the standard of this Code. If you are aware of or suspect any behaviour that concerns you, or that may represent misconduct, raise the issue promptly. You may consider speaking first to the superior whom you feel comfortable with, or else report to either your head of Human Resources, Legal or Integrity & Governance. Complaints may also be made through the Group's secured **Whistleblowing channel**. This shall be read together with Section 6, Item No. 2 – Raising a Concern.

# SECTION 2:

## OUR PEOPLE

### 1.0 Workplace Culture and Environment

1.1 The Group is **committed** to fostering an inclusive environment where everyone is treated with respect, trust and dignity.

**a. Respect**

- i. You shall treat your superiors, peers, subordinates and external stakeholders with respect, trust, honesty and dignity.

**b. Equality in Employment**

- i. The Group provides **equal opportunities** to all endeavours to ensure that employment-related decisions are based on relevant qualifications, merit, performance and other job-related factors and in compliance with all applicable laws and regulations; and
- ii. The Group **promotes** diversity and inclusivity and will not tolerate any form of discrimination. This means you shall not discriminate against others based on age, gender, race, disability, nationality, religion, or sexual orientation unless specific laws or regulations expressly provide for selection according to specific criteria.

**c. Harassment and Violence**

- i. Any types of harassment and violence will **not be tolerated**. These actions or behaviours include but not limited to comments based on gender, racial or ethnic characteristics, unwelcomed sexual advances,

spreading of malicious rumours or use of emails, voicemail and other forms of communication channels to transmit derogatory or discriminatory material.

- 1.2 The Group **will not tolerate** unlawful discrimination in the workplace or on the job. You must comply with laws in your local jurisdiction that prohibit workplace discrimination.
- 1.3 You **must not engage** or become involved in any behaviour or activities that may be categorised as subversive or commit any wrongdoing, criminal or otherwise that is punishable under the laws of any country. If you are found guilty by a court of law or found to be involved in subversive activities or commit a criminal offence, you will be dealt with in line with the Group's relevant policies and procedures and may be summarily dismissed.

## 2.0 Dress Code

- 2.1 In representing the Group, directors and employees must ensure that their appearance reflects the **professionalism expected** of them, which includes high regards to personal hygiene and good grooming.
- 2.2 All directors shall be **neatly, appropriately** and **decently attired** during meetings and at any time when they are representing the Group.
- 2.3 All employees should be neatly, appropriately and decently attired during office working hours. All employees should **comply with more specific rules** concerning attire that may be set out in any country supplement to this Code applicable to them or be otherwise established by the Group for the workplace. This shall be read together with the Human Resource Policy in regard to the "Guidelines on Dress Code at Work" (if any).

- 2.4 It is an **ongoing requirement** for all employees to present a professional, business-like image while working. Management must be responsible for enforcing the workplace dress code and attire guidelines. Should employees have any questions on this matter, it should be discussed with the Management or an immediate superior, in consultation with Human Resources.

### 3.0 Health, Safety and Environment

- 3.1 The Group is committed to providing a safe, comfortable and **healthy workplace** for all employees working at its facilities and minimising the impact of its operations on the environment.
- 3.2 All employees, as well as relevant third parties must conscientiously and diligently **comply** with all HSE requirements, measures, work rules and standard operating procedures set out in manuals, handbooks and/or documents issued by the Company.
- 3.3 Management shall **demonstrate** stewardship by ensuring all of these documents are periodically reviewed and updated in accordance with the applicable laws and regulations such as Occupational, Safety and Health Act (OSHA).

### 4.0 Alcohol, Drugs and Gambling

- 4.1 The Group is committed to providing a work and business environment that is **free of alcohol** and **substance abuse**. Accordingly, using or being under the influence of alcohol or illegal substance while working is strictly prohibited, and smoking or vaping is restricted to designated areas.
- 4.2 All directors and employees are also responsible for their **compliance** with applicable laws and regulations.
- 4.3 **Gambling** in any form, including making or taking bets, card playing, whether for money or otherwise, is **strictly prohibited**



within the Group's premises at all times.

- 4.4 **Online gambling** using the Group's office facilities and/or in the Group's premises is strictly prohibited at all times.

## 5.0 Sexual Harassment

- 5.1 The Group is committed to providing a **safe working environment** for all its employees to ensure they are protected from all forms of sexual harassment and unsolicited or unwarranted sexual propositions and advances.
- a. For the purpose of this Section, "sexual harassment" is defined as any **unwanted conduct** of a sexual nature in the form of verbal, non-verbal, visual, psychological or physical harassment.
  - b. That might, on reasonable grounds, be perceived by the recipient as placing a condition of a sexual nature on his/ her employment; or that might, on reasonable grounds, be perceived by the recipient as an offence or **humiliation**, or a threat to his/her well-being, but has no direct link to his/her employment.
- 5.2 Sexual harassment in the workplace includes any sexual harassment occurs during the performance of **employment duties** and responsibilities in and **outside the workplace**.
- 5.3 Situations under which such sexual harassment may take place include, but are **not limited to**:
- a. At workplace.
  - b. At the Group social functions.
  - c. At work-related conferences or training sessions.
  - d. During work-related travel.
  - e. Over the phone.

- f. Through electronic media.
- 5.4 The act of sexual harassment, unsolicited and unwarranted sexual propositions and advances shall be **treated as misconduct**, in which the party involved is subject to domestic inquiry and may lead to summary dismissal (or, in the case of third party, termination of business relationship).
- 5.5 Any **complaints** on sexual harassment can be made via email, in writing or verbally to Human Resources. If you are uncomfortable, you can raise a report via the secured Whistleblowing channel.

## 6.0 Harassment and Bullying

- 6.1 The Group does **not tolerate** any form of harassment or bullying at the workplace. Harassment is any unwelcome, humiliating, intimidating or offensive conduct. Bullying is repeated verbal, physical, social, or psychological abuse by an individual or a group.
- 6.2 Both harassment and bullying can come in any form e.g. physical actions, verbal and written, as well as through images and videos. Despite their numerous forms, all of them could **negatively affect** work performance and the environment at the workplace.
- 6.3 Harassment or bullying can take place without any intent to harm. This includes actions such as a joke, prank or even a compliment. Therefore, you shall be **mindful and careful** before executing such actions.
- 6.4 You shall **not confuse** harassment or bullying with productive feedback or coaching on the job performance, or any work-related behaviour aiming for development.
- 6.5 Any **complaints** on harassment and bullying can be made via email, in writing or verbally to Human Resources. If you are uncomfortable, you can raise a report via the secured

Whistleblowing channel.

## 7.0 Non-Business Workplace Relationships

- 7.1 When you have **relationships beyond professional** relationships and social friendships, such relationships may create conflicts of interest as well as actual or perceived favouritism or bias. Such relationships can also affect core values, such as respect and trust amongst staff, and impact upon the reputation and integrity of the Group. These relationships create a likelihood of disaffection, disharmony and significant difficulties for the parties concerned as well as for other co-employees of the Group. In these regards, such relationships are **discouraged**. Your terms of employment may impose additional requirements with respect to workplace relationships.
- 7.2 There is a basic conflict of interest when you are dealing with someone who is your family member or with whom you are in a romantic or **intimate relationship**. Even if you act properly, your relationship may be seen as influencing your judgment. Accordingly, you must disclose any of such relationship and you must not supervise, directly or indirectly, any employee with whom you have such a relationship without written permission from your Management (or, in the case of directors, the Board of Directors).

# SECTION 3:

## OUR GROUP

### 1.0 Protecting Group Assets

- 1.1 Group assets cover all **tangible and intangible assets** that are legally owned or leased by the Group through purchasing, leasing, concession, grant etc., or any other assets which the Group has a contractual obligation to protect against loss or damage.
- 1.2 Assets of the Group exist in **numerous forms**, either physical or non-physical, such as facilities, equipment, inventory, funds, IT, intellectual property, information and data, brand and reputation, etc.
- 1.3 Using Group assets for **personal purposes is prohibited**. At all times, you must use the Group assets only for the purpose and in the manner intended, in accordance with Group policies and procedures, as well as applicable laws and regulations. The Group has the right to monitor or, if needed, intercept your use of any assets for any reason, at any time, subject to applicable laws.
- 1.4 Working for the Group means you are **responsible** to take proper precautions to ensure the assets are safe from theft, embezzlement, damage, or misuse. This includes protecting them from destruction, disposal, being sold or loaned or donated without authorization. Subject to applicable laws, you may be held liable and punished for any loss or damage to Group assets arising from your misconduct or negligence or careless action or because of unauthorized action.

## 2.0 Use of Information

- 2.1 **Confidential information** includes, but is not limited to, any information on everything from contracts to business plans, technical specifications, and employee information, that the Group has not disclosed or made generally available for public access and proprietary information includes but is not limited to emails, documents and all other files, electronic or otherwise, edited and/or stored on the Group equipment and are considered to be the exclusive property of the Group.
- 2.2 Being a part of the Group means you are **obligated** to protect confidential and proprietary information using any means necessary at all times, including when you are out of the workplace or after working hours, and even after your employment has ended.
- 2.3 You must **not disclose** confidential and proprietary information to any person outside of the Group, including family and friends, except when disclosure is required for the Group's business purposes. If you are required to disclose any confidential and/or proprietary information, ensure that you immediately notify the Group in writing and obtain a written authorization from the Group prior to such disclosure. You must also not disclose such information to anyone within the Company other than the members involved in the course of the activities. Any unauthorized disclosure of confidential and proprietary information is a violation of this Code and could result in summary dismissal.
- 2.4 The Group **respects others' confidentiality**. You must not bring, disclose, or use any confidential information of your former employer without their prior consent. Employees are also required to **protect confidential** information of any third party which employees have access to in the course of their work. Likewise, at the end of your employment or engagement, without the Group consent, you are prohibited from disclosing and retaining all means of access to Group information.

## 3.0 Personal Data Protection Notice

- 3.1 Personal Data means any **information in respect** of commercial transactions that relates directly or indirectly to an individual, who is identified or identifiable from the information alone or with other information including any sensitive personal data and expression of opinion about the individual.
- 3.2 The Group respects and is committed to the **protection** of employee's personal information and privacy. The Personal Data Protection Notice issued to employees explains how the Group collects and handles employee information in accordance with the Malaysia Personal Data Protection Act 2010 ("PDPA").
- 3.3 All directors and employees **must comply** with the PDPA. Under the Act, users of personal data shall not disclose the data to third party without consent of the data owner, unless it is for the purpose for which the data was originally collected.
- 3.4 All employees, particularly employees who have access to personal data of any persons, whether employees, consultants, customers, suppliers and/or any related party whereby personal data is processed and accessed, must **not unlawfully** use, access and/or revise such personal data for any purpose or reason.
- 3.5 The Group has put in place **policies** and/or practices necessary for the Group to comply with the PDPA. Thus, you shall record, manage, store, transfer and dispose all data and records in compliance with the PDPA and applicable law, regulation, tax and accounting requirements.

## 4.0 Business Operational and Financial Records

- 4.1 The records include not only financial accounts, but other records such as project reports, staff records, legal documents, etc. In this regard, all employees have the **responsibility** to ensure accurate and complete business, operational, and financial records.

- 4.2 **Accurate** and **honest** recording and reporting of financial information are essential to the Group's credibility and reputation. False or misleading entries, unrecorded funds or assets, or payments without appropriate supporting documentation and approval are strictly prohibited and violate the Group policy and the applicable laws, rules and regulations.
- 4.3 The Group establishes and maintains internal procedures and **controls** to ensure the integrity of the Group's financial reporting and legal compliance.
- 4.4 The retention and destruction of documents and records must be in **compliance** with all legal requirements and finance or accounting policies. For tax, auditing and secretarial purposes, it is important to keep records as per statutory requirement.

## 5.0 Information Technology and Systems

- 5.1 The Group IT and communications systems are to be used for the Group's work and **business purposes** only. You may be granted access to multiple technology systems, internet, data, and IT equipment (e.g. desktop and laptop computers, printers, etc.) which are ultimately the assets of the Group.
- 5.2 You are responsible for **safeguarding** the IT and data from any loss, damage, theft, misappropriation, or unauthorized access using necessary precautions. This means you must use them appropriately at all times, in accordance with applicable policies and procedures, and laws and regulations.
- 5.3 Inappropriate use of IT or data or storing or accessing inappropriate information using the systems is **prohibited**. You must not use the facilities for personal use without proper authorization. The Group will not tolerate the use of its services, equipment, or systems in a manner that could bring embarrassment or harm to the Group or impair its reputation or interests.
- 5.4 Software used by employees to conduct Company business must be

**appropriately licensed.** Never make or use illegal or unauthorized copies of any software, whether in the office or at home since doing so may constitute copyright infringement and may expose you and the Group to potential civil and criminal liability. The Group IT Department will inspect Company computers periodically to verify that only approved and licensed software has been installed. Any non-licensed/supported software will be removed.

- 5.5 The Group reserves the right to **monitor** any content in the computer facilities. This includes, but is not limited to, email messages, blogs, internet history and any other contents in computer facilities. Any information recovered may be used as evidence in domestic proceedings, courts of law or disclosed to the authorities or regulatory bodies, as the case may be.

## 6.0 Intellectual Property

- 6.1 Employees **must not use** intellectual property belonging to the Group for personal gain. The unauthorized use of intellectual property can lead to serious loss of value to the Group. Examples of intellectual property include patents, trademarks, service marks, domain names, copyrights, trade secrets, rights in know-how, etc.
- 6.2 The corporate names and logos of the Group are invaluable and intangible assets that carry the goodwill of the Group. Their usage shall only be for **official purposes**. The corporate names and logos must be respected, safeguarded and shall not be subjected to personal abuse.
- 6.3 As intellectual property rights are **protected by law**, any violation or misconduct will be punished in accordance with applicable laws and regulations, as well as disciplinary action by the Group.

## 7.0 Abuse of Information and Insider Trading

- 7.1 You must **protect** any confidential business information of the Group and its counterparties, and never use it for your own benefit or the benefit of other persons.



- 7.2 Insider trading involves dealing in the securities of any company listed on a stock exchange at any time when you have price sensitive information that is not generally available to shareholders of that company or the public. The use of inside or unpublished information about the Group investments and/or potential investment targets in buying or selling shares of these companies is **strictly prohibited**.
- 7.3 A person is an **“insider”** if that person possesses Price Sensitive Information and knows or ought reasonably to know that the information is not generally available publicly.
- 7.4 Price sensitive information also applies to information obtained in respect of any other listed company with whom the Group conducts business. In this context, price sensitive information would normally be information that would affect the decision making of a normal investor had the investor known about the information. It is our **responsibility** to protect such information from access by unauthorized persons. You should also not act on it inappropriately or for personal gain.
- 7.5 You are required to **abide** by all applicable laws on securities market abuse, which involves spreading false information or engaging in activities designed to manipulate the market for publicly traded securities.
- 7.6 You must also **refrain** from giving advice, tips or hints to others regarding the trade in these financial instruments or shares to anyone, including your family members. Insider trading is a criminal offence under various laws and regulations in Malaysia as well as other countries in which the Group operates. You should note that the penalties are very serious and will lead to summary dismissal.
- 7.7 It is to be noted that **insider trading** is considered as **prohibited** conduct under Part V, Subdivision 2 of the Capital Market and Services Act 2007 (“CMSA”) and punishable under Section 188(4) of the CMSA.

# SECTION 4:

## THIRD PARTIES, GOVERNMENT AND COMMUNITIES

### 1.0 Anti-Corruption and Bribery

- 1.1 The Group is committed to acting professionally, fairly and with integrity in all its business dealings and relationships wherever it operates, and in implementing and enforcing effective systems to counter **bribery and corruption**. Both bribery and corruption are punishable offences under the MACC Act 2009 (Amendment Act 2018) (“MACCA”).
- 1.2 All directors and employees **must not** offer, give, solicit, demanding or accept any bribes and/or any other improper gratification in order to achieve any business or personal advantage for themselves or others, or engage in any transaction that contravenes any applicable anti-bribery or anti-corruption laws.
- 1.3 **“Gratification”** shall include but not be limited to pecuniary and non-pecuniary benefits such as money, donation, gift, loan, fee, reward, valuable security, property or interest in property, movable or immovable property, financial benefit, office, dignity, employment, contract of employment or services, agreement to give employment or render services in any capacity, any offer, undertaking or promise, whether conditional or unconditional, of any gratification, including favours which is of value to the recipient, forbearance which is beneficial to the recipient, and any other gratification as defined in the MACCA.
- 1.4 For the purpose of this Section, a **“bribe”** is any gift, payment, benefit or other advantage, pecuniary or otherwise, offered, given, or received in order to secure an undue or improper result, award, decision, benefit or advantage of any kind. A bribe needs not

involve cash or another financial asset; it can be any kind of advantage, including loan guarantees, unpaid use of corporate services or property, or provision of employment to the family or friends of people with whom the Group deals.

- 1.5 If you receive a request for a bribe or if you are offered a bribe, you must **report** it to your superior or HOC or the secured Whistleblowing channels. It is to be noted that failure to report bribery is an offence under Section 25 (2) of the MACCA.
- 1.6 It should also be noted that failure of the Company (i.e. the directors, officers and management) to ensure **adequate procedures** in place to prevent any person associated with the Company from engaging in corrupt practices in relation to its business activities is an **offence** under section 17A of the MACCA.

## 2.0 Political Contributions and Activities

- 2.1 It is **strictly prohibited** for the Group to grant donations or contribute funds/assets to any **political party** or **politician**. However, good faith donations to government entities, agencies, associations, and/ or events beneficial to the Rakyat are allowed, subject to approval in accordance with the Company's Limit of Authority and compliance with applicable laws and regulations.
- 2.2 You have the right to participate as individuals in the political process. However, your participation shall be carried out entirely on your **own accord**, by your own preference, during your own time and with your own resources. Any employee or director who wishes to hold any key position as office bearer in any political party must disclose this intention to the HOC and Chairman of the Board respectively.
- 2.3 Directors or employees who are actively involved in political activities **must not** use their position in the Group to make any contribution or incur any expenditure using the Group's resources to benefit any political campaign, party or politician in any country. Any political opinions by the employees or directors must be clearly delivered as personal opinions and not representative of the

Group's opinion.

- 2.4 In order not to compromise the interests of the Group, employees who wish to stand for State, Federal and/or material elections are required to **resign** from the Group.

### 3.0 Dealing With Government Authorities

- 3.1 The Group strives to build **transparent** and **fair** relationships with government agencies and public officials. Appropriate action must be taken to comply with the applicable laws and regulations in all countries in which the Group operates, as well as the Group's relevant policies and procedures.
- 3.2 For purposes of this Code, the term "government official" or "public official" includes, without limitation, candidates for public office, officials of any political party, and officials of state-owned enterprises other than the Group.
- 3.3 Any agent, contractor, or other representatives dealing with government officials on the Group's behalf must be **evaluated** and must be informed of the provisions of this Code relating to restrictions on bribery and gifts to public officials.
- 3.4 You are **prohibited** from **offering gifts** and entertainment, including travel related expenses, to government officials or their family/household members without permission from your HOC and consultation with your Human Resource, Legal or Integrity & Governance unit.
- 3.5 You must not offer or provide gifts or anything else of value to any person, such as an agent, consultant or contractor, if you know or suspect that a government official or his/her family member will be the indirect beneficiary or recipient, other than as approved by your HOC, after consulting with your Human Resource, Legal or Integrity & Governance unit.
- 3.6 Your division, department or operating unit may be subjected to formal or informal queries, surprise inspections, investigations or

raids by regulators and government agencies. In any of these events, employees are expected to recognise the proper procedures in engaging with the Group stakeholders, including the notification and necessary approval requirement, where applicable.

## 4.0 Working With Local Communities

- 4.1 The Group aims to **increase value** and profit from all state business, commercial and investment activities to fund social programmes and give benefit to the Rakyat.
- 4.2 The Group is working for both the state and the Rakyat. The Group often engages with the community through a variety of Corporate Social Responsibility (CSR) programmes. Building and strengthening relationships with the community is also one of the Group's **core values**.
- 4.3 All directors and employees are encouraged to **engage** with and contribute to local communities in a socially responsible manner, without compromising the benefits of any particular stakeholder.

## 5.0 Dealing With Counterparties and Business Partners

- 5.1 The Group strives to build and strengthen its **relationships** with counterparties and business partners. You are expected to conduct business ethically and share the business ethics and principles prescribed in this Code with your counterparties and business partners.
- 5.2 Business dealings shall be impartial, objective and free from any influence, either within or outside the Group. In this respect, you must **avoid** any business dealings with those who are likely to harm the Group's reputation and who violate laws and regulations (e.g. anti-corruption, safety or environmental).

- 5.3 The Group must select its counterparties independently and based on merit with consideration to, among others, price, quality, service, integrity and ethical standards. You must ensure that all procurement decisions are made solely in the Group's best interest and in **compliance** with the Group Procurement Policies and Procedures (if any).
- 5.4 You must always treat customers with **honesty and respect**. You must provide them with accurate and truthful information about products and services. You must also endeavour to enhance the quality and reliability of products and services via continuous process improvement and innovation.
- 5.5 The Group **endeavours** to work or associate with companies that share the Group's values and ethics and the principles of this Code.

## 6.0 Gifts and Entertainment

- 6.1 As a general rule, you are **discouraged** from giving or accepting gifts, entertainment or other benefits to or from business partners. Notwithstanding this, the Group recognizes that the occasional acceptance or offer of modest gifts and entertainment may be a legitimate custom or practice in business relationships. However, the Group prohibits the use of improper gifts and entertainment to influence business decisions.
- 6.2 You or your family members must **not solicit** any gifts or entertainment from counterparties or business partners directly or indirectly. You or your family members are also discouraged from accepting gifts or entertainment from these parties.
- 6.3 You should **not give** or accept gifts or entertainment or any other benefit or privilege that would in any way influence or appear to influence any business decision or gain an unfair advantage.
- 6.4 You must **never offer** or accept a business courtesy under circumstances that might be interpreted as an attempt to gain an unfair business advantage, and/or otherwise reflect negatively on

the reputation of the Group.

- 6.5 You must strive to act in a fair and impartial manner in all business dealings, and promote professional relationships and practices, and a reputation for **integrity**.
- 6.6 This Section shall be **read together** with the Group's No Gift Policy and other relevant policies and procedures. When in doubt, you should seek guidance from your head of Human Resources or Legal or Integrity & Governance Unit.

# SECTION 5:

## CONFLICT OF INTEREST

### 1.0 Avoiding Conflict of Interest

- 1.1 All directors and employees are expected to make business decisions in the **best interests** of the Group. Business decisions and actions must not be influenced by personal interest, considerations or relationships. Relationships with prospective or existing business partners, customers, competitors or regulators must not affect your independent and sound judgment on behalf of the Group.
- 1.2 A conflict of interest arises in any situation in which an individual is in a position to **take advantage** of his or her role at the Group for his or her personal benefit, including the benefit of his or her family and friends.
- 1.3 Directors and employees, who are in any way, directly or indirectly, have interest in business that have dealings with the Group, shall **declare** this to the Management (or, in the case of directors, to the Board) and thereafter abstain from any involvement in the business dealings.
- 1.4 A conflict of interest will undermine the values of good faith, fidelity, diligence and integrity in the performance of your duties and obligations as expected by the Group. You must therefore **avoid** conflicts of interest between your personal dealings and your duties and responsibilities in the conduct of the Group's business. In particular, the use of office position, confidential information, assets and other resources for personal gain, or for the advantage of others with whom you are associated is prohibited.
- 1.5 If you at any time think that you may have a potential or actual



conflict of interest, you are obliged to **disclose** the conflict promptly to the Management (or, in the case of directors, to the Board) so that a determination can be made as to the existence and seriousness of an actual conflict. When in doubt, you shall adopt the highest standard of conduct.

## 2.0 Investment Activities

- 2.1 You must **not allow** your investment activities to influence, or appear to influence, your independent judgment on behalf of the Group. The situation that is most likely to create the appearance of a conflict of interest is when you have an investment in the company of a competitor, business partners, or customers and your decisions may have a business impact on this outside party.
- 2.2 You must **avoid** any kind of investments that could cause, or probably could cause, conflict of interest that prevents you from upholding your duties and responsibilities to the Group.
- 2.3 You are also **prohibited** from directly or indirectly buying, or otherwise acquiring rights to any property or materials, when you know that the Group may be interested in pursuing such an opportunity and the information is not public.
- 2.4 When in doubt about how an investment might be perceived, you should **disclose** to the Management (or, in the case of directors, to the Board).

## 3.0 Outside Employment and Directorship

- 3.1 Employees **must be aware** at all times that outside employment or directorship could create perceived, potential or actual conflict of interest which may compromise the ability to meet the primary job responsibility expected by the Group.
- 3.2 Prior to employment outside the Group, employees must seek

approval from the Management. Generally, it is not permitted. However, the Group may consider any request for outside employment subject to the following:

- a. The organization in which the employee engages or participates does not compete with any of the Group's business activities.
  - b. The employee's work performance or schedule is not affected nor interfered with.
  - c. The employee does not use the Group's assets or resources.
  - d. Confidentiality obligations to the Group are not violated.
  - e. The Group is not impacted in any way.
  - f. The job complies with laws and regulations.
  - g. Any business which the employee owns is not dealing with any of the Group's affiliates, e.g. suppliers.
- 3.3 Employees serving on the Board of Directors or being a part of a directorship for an outside company, especially those that have business relationships with the Group, can present a conflict of interest. For such directorships, the employee must obtain prior **written consent** or approval from HOC or Board of Directors.
- 3.4 Employees' failure to inform the Group when a conflict of interest (or potential conflict of interest situation as described above) becomes known to the employee and/or failure to comply with the requirements of the Group will be deemed as **misconduct** for which appropriate disciplinary action will be taken against the employee.
- 3.5 Conflicts of interest and potential conflicts of interest which have been fully disclosed and which are formally **permitted** by the Group will not constitute violations of this Code.

# SECTION 6:

## ADMINISTRATION OF THE COBE

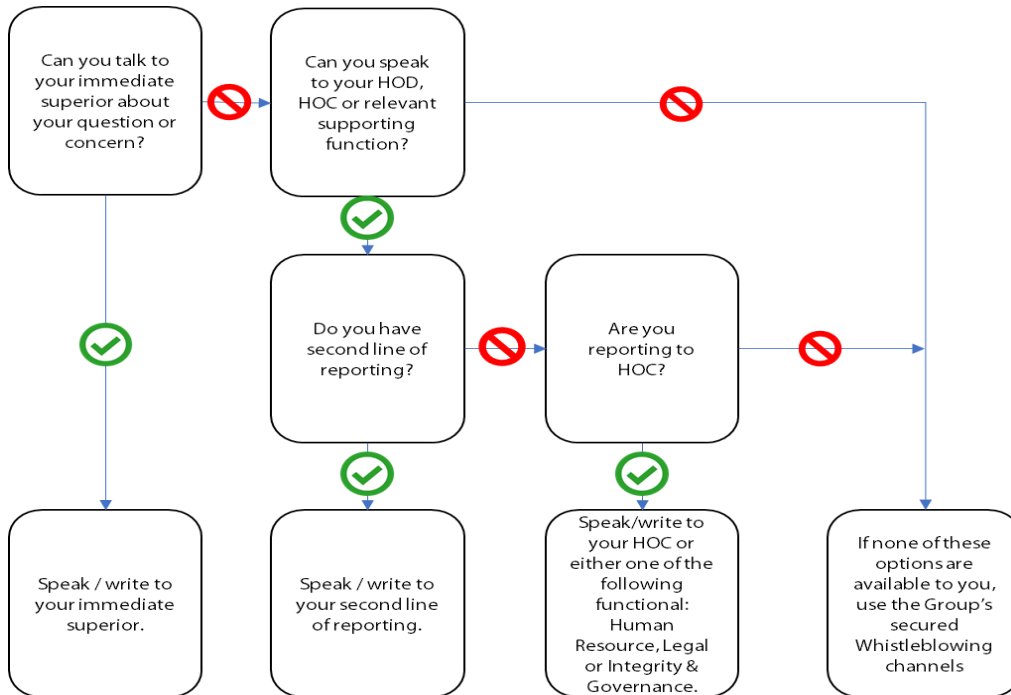
### 1.0 Where To Get Guidance

- 1.1 You are **responsible** for knowing and understanding the policies and guidelines contained in this Code, and for reporting any suspected violations. If you have questions, seek clarification from your head of Human Resources, Legal or Integrity & Governance Unit; if you have ethical concerns, raise your concern in accordance with the following section, Raising a Concern.
- 1.2 You shall seek **advice** from your head of Human Resource, Legal or Integrity & Governance Unit if you are uncertain as to the interpretation or application of this Code.

### 2.0 Raising A Concern

- 2.1 You are responsible to ensure that any instance of actual or suspected violation of this Code is **reported promptly**.
- 2.2 The Group encourages you to share your questions, concerns or suggestions with someone who can address them properly. Please refer to the decision tree on the next page for options to **raising a concern**.
- 2.3 The Group expects all parties to act in **good faith** and have reasonable grounds when reporting a concern or issue. If allegations are proven to be malicious, parties responsible shall be subject to appropriate action, up to and including legal action, where applicable.

2.4 Please refer to the decision tree below for options to raising a concern.



2.5 In most cases, you should first discuss or seek advice from your immediate superior. If you are not satisfied with the response or if your concerns have not been addressed, you may raise your concerns to the next and following levels of the decision tree as illustrated above. However, if you have concerns over the sensitivity of information, you may directly use the secured **Whistleblowing** channels, details of which are available at Group’s Whistleblowing Policy.

### 3.0 Whistle Blowing

3.1 The Group has established a **whistleblowing channel** which provides a secured, anonymous and confidential communication platform for internal and external parties to raise genuine concerns or report any misconduct or wrongdoings. This section shall be read together with the Group’s Whistleblowing Policy.

- 3.2 The Group's Whistleblowing Policy **aims to achieve** the following objectives:
- a. To provide an avenue for employees and others to disclose any wrongdoing.
  - b. To reassure employees and others that they will be protected from reprisals, discrimination or victimization for whistleblowing in good faith.
  - c. To provide a formal mechanism for action on all reports made.
- 3.3 The Group expects all parties to act in good faith and have **reasonable grounds** when reporting a concern or issue. If allegations are proven to be malicious, parties responsible shall be subject to appropriate action, up to and including the legal action, where applicable.

## 4.0 Disciplinary Action

- 4.1 The Group takes all reports and incidents of possible violations of this Code seriously and shall investigate them thoroughly in accordance with the applicable investigation procedures. Appropriate **disciplinary actions** shall be taken where violations have been proven.
- 4.2 In respect of the users of this Code which include directors, employees, and where applicable, third parties, anyone who are found to be in breach of this Code **will be dealt** with in accordance with the Group's Rules, Regulations and Disciplinary Procedures Handbook, which could result in termination of employment or business relationship.
- 4.3 The Group is committed to ensuring that any **disciplinary action** taken is in accordance with accepted practices and the relevant laws and regulations.
- 4.4 Subject to the **requirements** of applicable law, disciplinary action may be taken against any person covered by this Code for

misconduct or for non-compliance with such laws, regulations, rules and procedure.

**EASTERN PACIFIC INDUSTRIAL CORPORATION BERHAD**

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