

# **TANCO HOLDINGS BERHAD (COMPANY No: 3326-k)**

## **CODE OF CONDUCT**

In its aspiration to instill and promote appropriate standards of conduct and ethical practices, the Board has established this code of business conduct and ethics to be strictly complied with by all the Directors, Management and employees alike.

### **A. Honesty and Integrity**

- The success of our business is built on the foundation of trust, integrity and confidence. Hence, all Directors and employees must act honestly, fairly and with integrity in their dealings with all stakeholders.

### **B. Compliance with Laws**

- Directors and employees of the Company shall comply and satisfy themselves that appropriate policies and procedures are in place for the compliance with all laws, rules and regulation applicable to the Company by themselves, the employees and officers, including insider trading laws, and in the event of any dealing with the Company's shares both within and outside the closed periods, that the relevant disclosure requirements are fulfilled.

### **C. Conflict of Interests**

- Directors and employees of the Company are to avoid situations that present or create the appearance of a potential conflict between their own personal interests and that of the Company's. Any situation that involves, or may reasonably be expected to involve, or may appear to involve a conflict of interest must be disclosed promptly to fellow Board members by notifying the Company Secretary.

### **D. General Employees Code of Conduct and Discipline**

- The Company and its employees must, at all times, comply with all applicable laws and regulations. The Company will not condone the activities of employees who try to achieve results through the violation of laws or via unethical business dealings. This includes any payments for illegal acts, indirect contributions, offering of graft or inducement for his own personal benefit or for his relative(s), with the intent to influence his conduct in relation to the Company's affairs.
- Employees must ensure that their actions cannot be interpreted as being, in any way in contravention of the laws and regulations.
- An employee shall at all times and all occasions give his/ her undivided loyalty and dedication to the Company;
- An employee shall endeavor to maintain a good and respectful working relationship with his/ her superiors and among his/ her colleagues;
- An employee shall apply his knowledge, skills and judgement to the best of his ability in carrying out his duties and responsibilities in the best interests of the Company;
- An employee shall not prejudice his/ her duties to the Company in favor of his/ her personal matters;
- An employee shall not conduct him/ herself in such a manner as likely to bring his/ her private personal matters into conflict with his/ her duties;
- An employee shall not conduct him/ herself in such a manner as to bring the Company into disrepute or discredit;

- An employee shall not conduct him/ herself in such a manner which can reasonably be construed as being being negligent, careless or lacking in reasonable judgment/ integrity;
- An employee shall not conduct him/herself in such a manner as to lay him/herself open to suspicion;
- An employee shall not conduct him/herself in such a manner as to willfully cause financial losses to the company;; damage to Company's property, damage to Company's image and lowering of staff morale;
- An employee shall not conduct him/herself in such a manner as may be construed as an act of insubordination;
- An employee shall keep confidential all transactions, accounts, information, dealings, staff affairs, business affairs of the Company and its customers or any person that the Company may have dealings with, throughout his/her tenure of employment, and shall be liable for any breach of such confidentiality his/her Part;
- All employees shall not take, be involved in any drug related/ illegal activities or be found in possession of drugs at any time during his/her tenure of employment with the Company;
- An employee shall not carry any illegal/ offensive weapons or have in his possession such items within the Company's premises;
- An employee suffering from any serious infectious or contagious disease such as hepatitis, AIDS, or tuberculosis, shall report such disease to the Company's appointed medical practitioner;
- An employee shall not take part directly or indirectly in the management or business activities of any other companies, firms or any other activities in competition with the Company's business/ interests whatsoever whether for gain or otherwise unless prior permission is obtained from the Company;
- An employee shall at all times comply with and obey all reasonable instructions given by the Company;

#### **E. Personal Data Protection & Confidentiality**

- All employees must ensure the security and confidentiality of all personal data they collect and process on behalf of service users and employees,
- Employees are responsible to ensure that all personal data is;
  - a) Obtained fairly
  - b) Recorded correctly, kept accurately and up-to-date,
  - c) Used and shared both appropriately and legally
  - d) Stored securely
  - e) Not disclosed to unauthorized third parties
  - f) Disposed of appropriately when no longer required.
- Records containing personal information must be not be left unattended where they are visible or maybe accessed by unauthorized staff or members of the public.
- Directors and employees must maintain the confidentiality of information entrusted to them by the Company and any other information about the Company.

The Code of Conduct is reviewed and approved by the Board on 29 August 2018.