

# SARAWAK CABLE GROUP

## CODE OF CONDUCT

1. The Company expects all its employees to conduct themselves in a manner which will credit not only themselves but also the Company at all times. All employees are also expected to maintain a high standard of quality in their performance to achieve the targeted productivity.
2. As an employee:
  - 2.1 At all times and all occasions give your undivided loyalty and commitment to the Company. You can't work in any other trade, business, employment or directorship other than your employment with the Company, whether within or outside of working hours, without written approval obtained from the Company. This also includes those activities that may affect your working hours.
  - 2.2 Not to conduct yourself in such a manner which will likely bring your personal matters into conflict with your official duties.
  - 2.3 Not to conduct yourself as to bring the Company into dispute.
  - 2.4 Not to conduct yourself in such a manner as can reasonably be construed as lacking in efficiency.
  - 2.5 Be honest and shall not behave suspiciously or dishonestly towards the Company.
  - 2.6 The Company expects its employees to conduct themselves in a business-like manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job.
  - 2.7 Not to conduct yourself in such a manner that shall be construed as an act of insubordination.

### **3. Gifts, Entertainment, and Favours:**

Employees must not accept entertainment, gifts, or personal favours that could, on any way, influence, or appear to influence, business decisions in favour of any person or organization with whom or with which the organization has, or is likely to have, business dealings.

### **4. Communication with Press, Radio, Television or Other Mass Media**

No employee shall communicate with the Press, Radio, Television or other mass media on any matter pertaining to the Company. All enquiries received from Press, Radio, television in such a matter shall be referred to the Group Managing Director whether such information shall be released or not.

### **5. Relationship with Clients and Suppliers**

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business company that has a contractual relationship with the company, or that provides goods or services, or both, to the Company if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the Company.

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### **6. Inefficiency**

Should the Company consider an employee fails to carry out their duties efficiently, disciplinary action will after due investigation be taken against him/her.

### **7. Confidential records and Information**

All employees must maintain the confidentiality of confidential information or business secrets entrusted to them by the Company, except when the Company authorises disclosure or disclosure is required by laws, rules, regulations or legal proceedings. Employees shall not discuss, disclose or divulge, at any time during their service with the Company or thereafter, any trade secrets, transactions or information in or relating to the Company's trade which shall come to your knowledge or possession in the course of employment with the Company.

### **8. Protection and Proper Use of Company Assets**

All employees are expected to exercise their business judgement in a manner that protect the Company's assets and promotes their efficient use. All Company assets are to be used for legitimate business purposes. All employees have the responsibilities to take care any assets assigned to them.

### **9. Borrowing**

No employee shall borrow from, or in any other way place himself under a pecuniary obligation to a person who is in any way subject to his official authority, or with any person with whom he has official dealings provided that this shall not apply to borrowing from banks, insurance companies, co-operative societies, or the making of hire-purchase agreement.

### **10. Company Records and Communication**

Accurate and reliable records of many kinds are necessary to meet the Company's legal and financial obligations and to manage the affairs of the Company. The Company's records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations.

### **11. Conflict of Interest**

All employees should avoid situations where their own interests conflict with the best interests of the Company, or may appear to someone else to do so. If the employee are in a conflict of interest situation, or think that he/she may be, discuss it with the supervisor or HRA Department in confidence.

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### **12. Occupational, Health, Safety & Environment**

It is envisaged that the Company will conduct its business activities and operations in a safe manner and in an environment that prevents, to the extent possible, injury to its affected personnel, customers, suppliers and contractors. Our Company is committed to provide effective support and training for the employees of the Company to assist them in their responsibilities of ensuring a safe workplace and reducing the environmental impacts of their activities.

### **13. Utilisation of Information Technology**

All employees shall observe the Information Technology guideline at all times while in the employment of the Company and the Company reserves the right to institute disciplinary action or institute grievance procedure for any breach of the Code or where the breach constitutes a serious misconduct, the Company reserves the right to dismiss any employee.

### **14. Personal Data Protection Act 2010(PDPA)**

You must maintain customer's rights to privacy by not accessing their info without authorization (in writing by the customer) or in accordance with the Company lawful purpose.

### **15. Dress Code**

All employees should be neatly, appropriately and decently attired during working hours. All employees should comply with more specific rules concerning attire that may be set out in the Employee Handbook/Guideline/Memo.

Any breach of this Regulation shall render the employee liable to disciplinary action including dismissal.