

Tatawa Industries (M) Sdn. Bhd. – Business Ethics Policy Statement

General Principles

Tatawa Industries (M) Sdn. Bhd. expects and demands that each of its business departments, all of its employees, and its Directors carry out their business and perform their duties to the highest ethical standards and in compliance with all relevant legal principles. This standard of behaviour and performance is maintained in the company's dealings with employees, customers, suppliers, and all other stakeholders.

Conflicts of Interest

Tatawa's management and staffs shall have an obligation to act in the best interest of our company at all times. The company will take all reasonable care to avoid conflicts of interest.

Conflicts of interest may arise when:

- Engage in activities that compete with, or appear to compete with, our company's interests
- Let your business decisions be influenced, or appear to be influenced, by personal or family interests or friendships
- Use company property, information or resources for personal benefit or the benefit of others
- Hire, supervise or have a direct or indirect line of reporting to a family member or someone with whom you have a romantic relationship
- Have outside employment that negatively affects your job performance or interferes with your Tatawa responsibilities
- Work for, provide services to, have a financial interest in or receive any personal benefit from a supplier, customer, competitor or a company that does or seeks to do business with Tatawa if such relationship or interest could influence, or appear to influence, your business decisions.

Business Gifts and Entertainment

Employees are prohibited from providing, offering, or receiving any gift that serves to, or appears to, inappropriately influence business decisions or gain an unfair advantage.

However, under certain circumstances you may exchange business gifts that are intended to generate goodwill, provided:

- The gift is not cash or a cash equivalent, not excessive in value.
- The gift is permitted under the laws that apply to the recipient and the recipient of the gift is authorized and permitted to accept the gift

"Business gifts" do not include company-sponsored sales contests or incentive programs.

In addition, business hospitality, including meals and entertainment, is not prohibited as long as the nature and frequency of the occasion is reasonable, the occasion involves the active conduct of company business and the business hospitality otherwise complies with our policies.

Accurate Business Record

Maintain accurate financial books and business records in accordance with all applicable legal and regulatory requirements and accepted accounting practices.

Environment

The company respects the environment and the need to protect it and minimise the impact its operations have on it.

Carry out operations with care for the environment and comply with all applicable environmental laws and regulations.

The potential environmental impacts of daily business decision-making processes should be considered along with opportunities for conservation of natural resources, recycling, source reduction and pollution control to ensure cleaner air and water and to reduce landfill wastes

Anti-Money Laundering

Tatawa complies with all laws that prohibit money laundering or financing for illegal illegitimate purposes. "Money laundering," is the process by which persons or groups try to conceal the proceeds of illegal activities or try to make the sources of their illegal funds look legitimate.

Anti-Corruption

Corrupt arrangements with customers, suppliers, government officials, or other third parties are strictly prohibited in Tatawa. "Corruption" generally refers to obtaining, or attempting to obtain, a personal benefit or business advantage through improper or illegal means.

Corruption may involve payments or the exchange of anything of value and includes the following activities:

- Bribery (bribery of a government official or commercial bribery)
- Extortion
- Kickbacks

WHAT IS A "KICKBACK"?

A kickback is a form of corruption that involves two parties agreeing that a portion of sales or profits will be improperly given, rebated or kicked back to the purchaser in exchange for making the deal. For example, a kickback might involve a supplier who offers a Tatawa associate a monthly payment equaling 3% of Tatawa's purchases as an inducement to the associate to retain the supplier's services. Kickbacks, like other forms of corruption, are unethical and prohibited under our Code, policies and the law.

Report suspected violations of the Code

Employees are encouraged to report suspected violation of the code of business ethics policy to the HOD of respective department or HOD of Human Resources department (Internal extension line: 100).

Concerns should be reported:

- Criminal conduct and violations of law
- Theft or fraud
- Safety and environmental hazards
- Product quality issues
- Discrimination and harassment
- Workplace violence
- Conflict of interest