



# **Code of Conduct and Business Ethics**

TP TEC HOLDING BERHAD

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## Executive Summary

TP TEC Holding Berhad (Formerly known as TP TEC Holding Sdn Bhd) and its subsidiaries (“**TP TEC Group**” or “**Group**”) are committed to maintaining the highest standard of conduct and business ethics. The values of ethics, honesty and integrity are the cornerstones of this Code. Hence, this Code encompasses an expression of our commitment to performance with integrity.

This Code serves as a road map to help guide actions and behaviour while working for and/ or dealing with TP TEC Group. We expect and require each Employee, as a representative of TP TEC Group, to also fulfil our commitment to the highest ethical behaviour.

Third Parties engaged to act on TP TEC Group’s behalf are also required to adhere to this Code and to similarly maintain the highest standards of conduct and business ethics.

TP TEC Group conducts its business with honesty and integrity, and respects the integrity of persons with whom we do business. We are committed to fair and impartial practices and comply with the laws and regulations. The same principle applies to TP TEC Group’s business activities outside Malaysia. We shall conduct our business operations and activities in full compliance with the applicable laws of all countries in which we conduct our business and operations.

## Defined Terms

**AML/CFT** means Anti-Money Laundering/Counter Financing of Terrorism.

**Code** means this Code of Conduct and Business Ethics.

**Confidential Information** means all or any information, whether of a proprietary nature or otherwise, relating to the business including assets, product, service, processes, inventions, improvement or development, corporate structure, operations, prospects, notes, summaries, commercial and/or financial information, ideas, data, concepts, know-how, techniques, designs, specifications, drawings, blueprints, tracings, diagrams, models, samples, flow charts, computer programs, algorithms, sales and marketing activities, customer and Employee data, or techniques, budgets, costs, profits, prices, discounts, mark-ups and any other information whatsoever belonging to or vested in TP TEC Group, whether in writing or embodied in data, documents, materials, platforms and/or other communications or otherwise.

**Director** means a Managing Director of TP TEC Group.

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**Employee** means any individual working at any level or grade, including officers, senior managers, trainees, volunteers and interns of TP TEC Group, whether full-time, part-time, permanent, fixed-term or temporary.

**Gifts** has the meaning prescribed in the Anti-bribery and Corruption Policy.

**Head** means, in relation to an Employee, the head of a business unit, head of a support unit, head of a Department, Director, within the Employee's reporting line.

**Hospitality** has the meaning prescribed in the Anti-bribery and Corruption Policy.

**Policies and Procedures** mean the TP TEC Group policies and procedures implemented by the management in relation to its business and operations and in which, the Employees, Directors and/or Third Parties are required to observe and comply.

**Public Official** means an individual who: (i) holds a legislative, administrative or judicial position of any kind; or (ii) who performs public duties or exercises a public function for or on behalf of a country or territory (or subdivision thereof) or for any public agency or enterprise (including government linked companies and enterprises, and state-owned or state-controlled companies and enterprises); or (iii) is an official or an agent of a public international organisation (such as the United Nations or similar body).

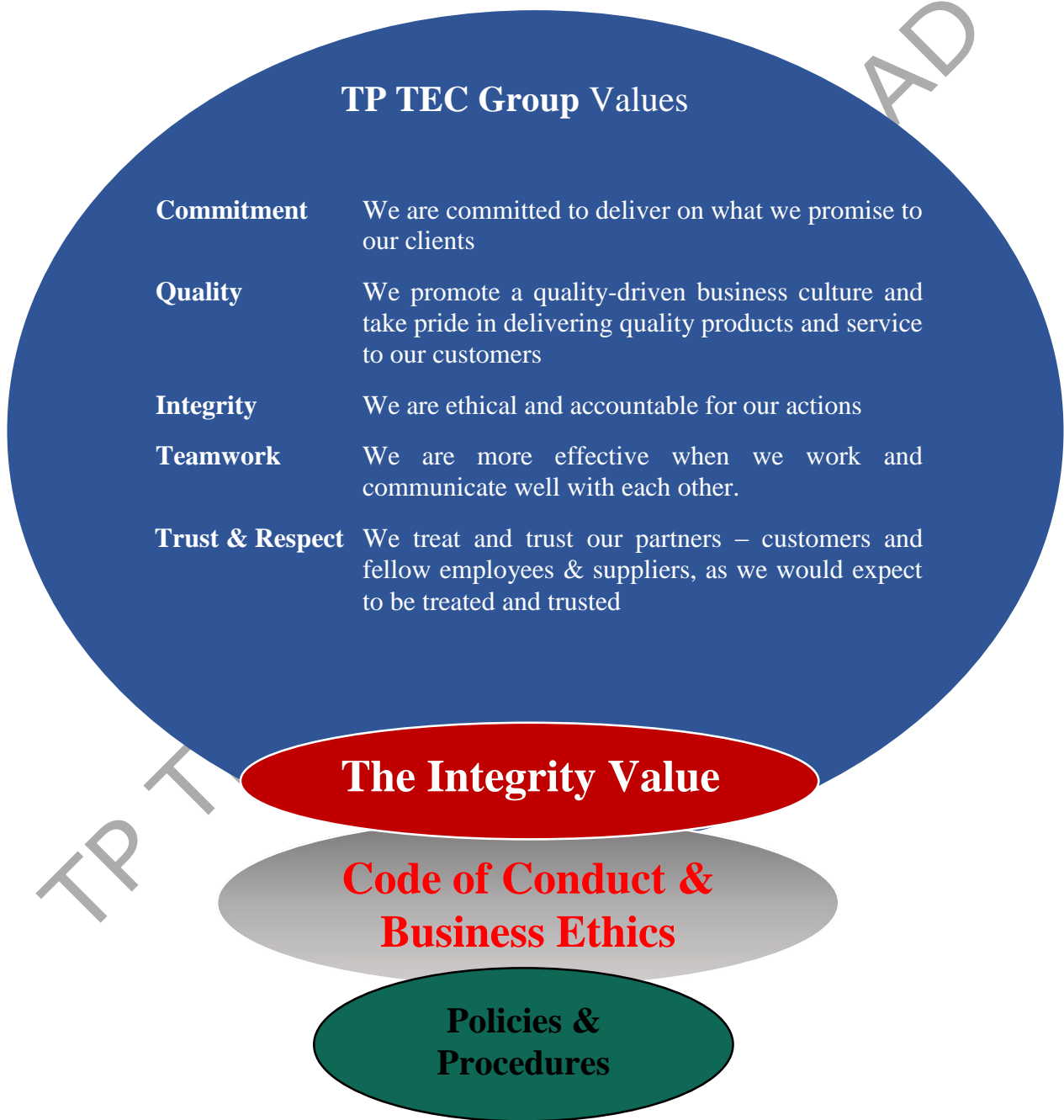
TP TEC Group means TP TEC Holding Berhad (Formerly known as TP TEC Holding Sdn Bhd) and its subsidiaries. and any business entity which is directly or indirectly (i) wholly or majority owned; or (ii) controlled; or (iii) managed by TP TEC Holding Berhad (Formerly known as TP TEC Holding Sdn Bhd).

**Third Party / Third Parties** includes anyone who at any time performs (or who is intended to perform) services for or on behalf of any entity in TP TEC Group, including anyone who is engaged (by contract or otherwise) or paid to represent any entity in TP TEC Group such as suppliers, distributors, business contacts, agents, representatives, intermediaries, middlemen, introducers, sponsors, consultants, contractors, advisers, and potentially Public Officials.

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**The Code, TP TEC Group Values and Policies and Procedures**

The Code shall be read together with the TP TEC Group Values and Policies and Procedures.



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In essence, all of us at TP TEC Group are expected to conduct ourselves professionally in accordance with principles of fair play and based on agreed contractual obligations between contractual parties. As a matter of principle, we are not to place ourselves in a position where our professionalism and integrity may be compromised. *We are expected to uphold these values, which are the cornerstone of TP TEC Group's identity and to ensure that they are demonstrated by every Employee.*

*Building and maintaining TP TEC Group's brand and reputation requires hard work and commitment from every Employee. It is only with unwavering dedication in upholding these standards of integrity that TP TEC Group can achieve its vision of to be the leading provider of power solutions for the telecommunications and industrial sectors, powering connectivity and progress across Malaysia and beyond.*

## **1.0 Responsibility and Accountability**

### **1.1 Employees**

All Employees shall comply with this Code. Ignorance of the existence or contents of this Code will not be accepted as an excuse for its breach. Disciplinary action will be initiated against those who violate this Code. TP TEC Group will require all Employees to declare that they will abide by this Code and it is the responsibility of the Employees to keep themselves abreast with the Code, as and when it is updated.

### **1.2 Managers and Heads**

Managers and Heads, as business leaders, have the added responsibility of demonstrating exemplary conduct and act with integrity. Additionally, they are expected to continuously promote the highest standards of conduct and business ethics amongst Employees through ethical behaviour, one of the cornerstones of conduct at TP TEC Group. This Code will serve as a useful reference and guide where in doubt. If you need assistance or are unsure what you should do, please refer to section 13 on Getting Help.

### **1.3 Third Parties**

TP TEC Group also expects all Third Parties and their respective subcontractors to comply with this Code in dealing with TP TEC Group. The selection of Third Parties shall be based on objective benchmarks, such as past track record, a commitment to our values and ethical standards as well as the quality of products and services. Our relationship with Third Parties will be kept strictly professional in order to maintain independence in our business judgment.

### **1.4 Interpretation of This Code**

The Code cannot anticipate every situation that may arise in today's complex and dynamic business environment. Hence, where relevant, this Code should be read in conjunction with the Policies and Procedures.

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Where any provision in this Code may be interpreted as differing from an applicable law, or other Policies or Procedures, the more stringent provision should prevail. In the event of uncertainty, seek help and clarification before taking action. If you need assistance or are unsure what you should do, please refer to section 13 on Getting Help.

## **TP TEC Group and Its People**

### **1.5 TP TEC Group's Commitment**

1.5.1 TP TEC Group is committed to treating everyone with respect and dignity, valuing individual and cultural differences. TP TEC Group will empower its people to use individual and collective capabilities to deliver quality products and services to both internal and external clients.

1.5.2 TP TEC Group is also committed to the well-being of its people by providing a conducive environment that is free from discrimination or harassment and conducting its business in compliance with regulatory requirements.

1.5.3 TP TEC Group seeks to fulfil its corporate social responsibility through activities undertaken by its Employees and TP TEC Group Foundation.

### **1.6. People's Commitment**

1.6.1 All Employees are expected to reciprocate the commitment to treating everyone with respect and dignity, valuing individual and cultural differences. Verbal abuse, threats or physical acts of violence or intimidation of fellow Employees will not be tolerated.

1.6.2 All Employees are expected to preserve TP TEC Group's brand and reputation as representatives of TP TEC Group. Due care should be exercised at all times.

1.6.3 All Employees must avoid situations where their personal interests might, or might appear to be in conflict with the interests of TP TEC Group. Where this occurs, Employees must disclose the actual or potential conflict of interests. Employees must not take up employment beyond TP TEC Group or engage in any outside business or service which may be in competition with TP TEC Group or give rise to actual or potential conflict of interest with his or her duties in TP TEC Group.

1.6.4 All Employees are personally responsible to adhere to the legal and ethical standards that apply to their job function. No Employee shall

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take advantage of information or opportunities gained from their position at TP TEC Group.

## 2.0 Policies and Procedures

- 2.1 Policies and Procedures are implemented to achieve business objectives through effective and efficient operations. Therefore, all Policies and Procedures must be strictly adhered to. Failure to observe these Policies and Procedures may result in disciplinary action.
- 2.2 Managers and Heads should exercise due care to ensure that an effective system of business control is in place. This can be achieved in the following manner:
  - 2.2.1 Assignment of the appropriate authority and responsibility to individuals.
  - 2.2.2 Ensuring that transactions entered into are properly authorized.
  - 2.2.3 Maintenance of accurate and adequate records.
  - 2.2.4 Disclosure of information on a need-to-know basis.
  - 2.2.5 Adequate segregation of duties and avoidance of conflict of interests.

If an Employee requires further clarification or guidance on any Policies or Procedures, they may discuss their concerns with their Managers or Heads. The same will apply if an Employee considers any point in the Policies and Procedures to be inappropriate or outdated.

## 3.0 Confidential Information

- 3.1. Employees are prohibited from directly or indirectly disclosing, distributing, disseminating, or otherwise making available in any form, Confidential Information to family, friends or any party, unless otherwise authorized by TP TEC Group or mandatorily required by law. Examples of such Confidential Information include financial and business forecasts, details of competitive bids, proposed mergers or acquisitions and any information that may affect TP TEC Group's business.
- 3.2. Employees who have left TP TEC Group are required to continue to maintain confidentiality of TP TEC Group's Confidential Information they acquired in the course of employment with TP TEC Group. The copying and retention of TP TEC Group's Confidential Information is not permitted on personal devices.
- 3.3. Insider trading is a violation of securities laws and regulations in the countries where TP TEC Group operates. It can take many forms. Employees may, in the course of employment become aware of price sensitive information about TP TEC Group or its business or joint venture partners that is not publicly

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available. The use of such information for personal financial benefit, including their spouses, family members and/or friends is unlawful and strictly prohibited. Civil and criminal penalties, disciplinary action and/or the termination of employment, may result from the insider trading of price sensitive information regarding TP TEC Group or its business or joint venture partners.

- 3.4 Employees who have authorized access to price sensitive information (whether on a permanent or temporary basis) shall observe all applicable laws and regulations in respect of trading in the securities of TP TEC Group or its business or joint venture partners.
- 3.5 Non-disclosure agreements must be signed by Third Parties or other potential business associates before TP TEC Group's Confidential Information is disclosed by any Employee to such parties.

#### **4.0 Assets, Properties and Facilities**

- 4.1 Employees are expected to exercise reasonable care to safeguard TP TEC Group's assets to avoid any loss, damage, misuse, misappropriation or theft. Where loss, damage, misuse, misappropriation or theft has occurred, Employees shall report it immediately to their Heads.
- 4.2 All claims properly incurred for expenses, vouchers, bills and invoices must be accurate and submitted in a timely manner.
- 4.3 TP TEC Group will provide Internet and e-mail access to Employees who need such facilities and corporate mobile lines and corporate issued devices to Employees that are entitled to the same. Such facilities are primarily for business purposes.
- 4.4 Employees with internet, corporate data access or for corporate mobile devices should not use such access or corporate mobile devices, through social media platforms or otherwise, to engage in unlawful activities, unprofessional conduct or any other inappropriate activity which may damage TP TEC Group's brand and reputation.
- 4.5 Employees are required to protect the intellectual property rights of TP TEC Group and ensure compliance with applicable laws and regulations. This includes TP TEC Group's name, trade mark, logo, taglines and innovations. Any intellectual property created by the Employees in the performance of their job responsibilities shall vest in TP TEC Group.



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## 5.0 TP TEC Group and Its Customers

### 5.1. External Customers

5.1.1 TP TEC Group is committed to delivering quality products and services to customers. Employees shall treat customers professionally in all business transactions, and provide high standards of customer experience.

5.1.2 TP TEC Group is also committed to protecting the privacy of its customers' personal information. No Employee should disclose customers' personal information to any party without authority and the consent of the customer.

### 5.2. Internal Customers

5.2.1 TP TEC Group is committed to treating all of our internal customers with respect and dignity by demonstrating a high level of professionalism.

5.2.2 TP TEC Group will not condone any form or act of harassment. Harassment includes verbal, physical, sexual, visual or any other inappropriate conduct that creates an offensive, intimidating and/or hostile work environment. Any Employee who believes that he or she has been subjected to harassment may lodge a report with the Employee's Head, Human Resources Department. If an Employee genuinely believes that another Employee or another person is being subjected to harassment by another Employee and/or a Third Party, the Employee may also lodge a report with the Head or the Human Resource Department. Any Head that receives a report from an Employee on such harassment must submit that report to the Human Resources Department. If you need assistance or are unsure what you should do, please refer to section 13 and 14 on Getting Help and Reporting Concerns.

5.2.3 All Employees shall nurture a conducive environment that promotes the culture of cooperation and collaboration, and having pride in what we do.

5.2.4 Managers and respective Heads are to ensure that achievements are recognized and Employees are given the opportunity to realize their full potential.

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## 6.0 TP TEC Group and Third Parties

### 6.1. Business Dealing With Others

#### 6.1.1 In order to protect the interest of TP TEC Group

- a) All business decisions are taken based on objective and independent judgment in the best interest of TP TEC Group, and must not be motivated by personal considerations or relationships, whether real or perceived.
- b) Adequate due diligence shall be conducted by TP TEC Group before engaging any Third Parties as required under the Policies and Procedures. Employees should refer to the Third Party Engagement Policy for guidance and comply accordingly.
- c) All business negotiations are to be on an arms-length basis and TP TEC Group adopts the principle of integrity and fairness in its business dealings. Reciprocal treatment is expected from Third Parties and other parties.
- d) The solicitation and acceptance of bribes or the giving of bribes in any form or manner is a criminal offence and serious misconduct which may result in the termination of employment. Employees and Third Parties are to comply strictly with the Anti-bribery and Corruption Policy.

### 6.2 Conflict of Interest

6.2.1 A conflict of interest occurs when an Employee has a personal or outside interest (and not that of TP TEC Group) that affects or could potentially affect that Employee's judgment or in any way, interfere with his or her duty to act, in the best interest of TP TEC Group (**Conflict of Interest**). An outside interest is considered a conflict when it:

- a) affects an Employee's ability to make decisions based on what is best for TP TEC Group;
- b) affects an Employee's ability to be impartial and objective when performing their duties; and/or
- c) introduces personal or non-business issues or considerations into what should be a purely business decision that would be in TP TEC Group's interest.

6.2.2 To avoid Conflicts of Interest, whether real or perceived, TP TEC Group discourages its Employees from participating in any activities that might affect or appear to affect the TP TEC Group's decisions or

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business interests. Such activities may include any outside business activities for personal gain.

- 6.2.3 All Employees must take steps to avoid situations which may give rise to real or perceived Conflicts of Interest.
- 6.2.4 In the event of an actual or perceived Conflict of Interest arising, the relevant Employee shall notify his or her Head in writing.
- 6.2.5 It is important for Employees to disclose to their Head as soon as they are aware of matters that may appear to be a Conflict of Interest so that the TP TEC Group can decide on such matters immediately, including the relevant Employee taking steps to remove or mitigate the Conflict of Interest after discussion with his or her Head. The relevant Employee must abide by the suggested actions in order to remove or mitigate the Conflict of Interest.
- 6.2.6 In any event, all Employees may be required to declare on an annual basis that they have not participated in activities that involve or may be reasonably construed as giving rise to a Conflict of Interest against the Company's interests.
- 6.2.7 This paragraph sets out (non-exhaustive) examples of what may constitute a Conflict of Interest:
- a) *Diversion of business opportunities:* Taking advantage, whether directly or indirectly, of any business opportunities that may otherwise be taken up by TP TEC Group, by diverting such opportunities to another party or any direct or indirect business interests that the Employee is engaged in without the approval of TP TEC Group;
  - b) *Direct or indirect business interests:* Engaging in a business relationship, financial or otherwise, outside the scope of the Employee's employment at TP TEC Group, or participating, directly or indirectly in other non TP TEC Group business ventures as an officer, director, owner, employee, agent, consultant, advisor, representative or agent or whilst participating, directly or indirectly in other non TP TEC Group business ventures, doing or seeking to do any business with TP TEC Group for the benefit and/or gain of the non TP TEC Group business ventures;
  - c) *Personal benefit or gain:* Using his or her employment at TP TEC Group to further his or her own personal benefit or the personal benefit of his or her family members or using TP TEC Group's personnel, facilities, equipment, supplies or other resources to

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further his or her own personal benefit or personal gain or family members.

### 6.3 Receiving and Giving Gifts and Hospitality

6.3.1 As a rule of thumb, no Employee shall accept Gifts and Hospitality from Third Parties unless permitted by the Anti-bribery and Corruption Policy. This is because the receipt of Gifts and Hospitality may compromise our integrity, interfere with our assessment of product, pricing and performance by Third Parties or affect our professional judgment in discharging our full responsibilities to TP TEC Group. Similarly, Employees are not permitted to offer or give Gifts and Hospitality unless permitted by Anti-bribery and Corruption Policy.

Employees and Third Parties are to comply strictly with the Anti-Bribery and Corruption Policy.

### 6.4 Anti-Money Laundering / Anti-Terrorism Financing

6.4.1 Money laundering is any act or attempted act to conceal or disguise the identity of illegally obtained proceeds and passing it through legitimate business channels so that they appear to have originated from legitimate sources. Employees shall comply with any local provisions as well as any other applicable laws and regulations pertaining to AML/CFT in countries the company operates and conducts its business dealings, in order to prevent legitimate businesses from being used as mediums for any anti-money laundering activities by criminals.

6.4.2 Each Employee has a responsibility to ensure that suspected AML/CFT activities are reported promptly.

6.4.3 Any Employee who is found to have engaged or assisted in AML/CFT activity may be liable to criminal penalties in accordance with the local provisions as well as any other applicable laws and regulations pertaining to AML/CFT in countries where the company operates and conducts its business dealings. Any Employee found to have engaged or assisted in AML/CFT activity shall also face disciplinary action, including but not limited to dismissal.

## 7.0 Purchasing and Procurement

### 7.1 Acting in the best interests of TP TEC Group:

7.1.1 All procurement and purchasing decisions should be based solely on TP TEC Group's best interest. Consideration may be had to the suitability of the product or service, price, delivery and quality. The pre-qualification

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process should be closely adhered to such that assessments of potential bidders are first assessed internally by the relevant departments, including project implementation, finance and procurement departments.

7.1.2 TP TEC Group shall treat all suppliers, contractors or service providers fairly and ensure that confidentiality obligations are at all times maintained, in particular during the tendering stage.

7.1.3 TP TEC Group shall consider more than one supplier, contractor or service provider. Employees of TP TEC Group may act as a check and balance in ensuring that an objective independent and reasoned conclusion is arrived at. Bribes in whatever form should not be requested or accepted by any Employee. If any bribes are made or offered, any Employee shall report this to the relevant Head or submit a report under the Whistleblowing Policy.

7.1.4 All procurement or purchasing agreements should document services or products to be provided with specific deliverable milestones to enable independent verification.

7.1.5 Employees are to adhere strictly to the Policies and Procedures in relation to the purchasing and procurement of services from Third Parties.

7.2 Commitment on behalf of TP TEC Group:

7.2.1 All monetary commitments should be made strictly in accordance with the approved limits of authority.

7.2.2 Authorization and approval of the budget or operating plan is not equivalent to authorization to incur expenditure under the budget or operating plan. Approval to incur the expenditure is still required even though it is budgeted for.

7.2.3 No Employee is allowed to :-

7.2.3.1 approve their own claims or expenses;

7.2.3.2 approve a requisition, place an order, receive goods and approve invoice for payment all by him or herself; and/or

7.2.3.3 breakdown the total value of the procurement into multiple purchases requisitions to evade limits of authority established by management.

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7.3 An Employee who has resigned and is serving notice is not permitted to continue to make any financial or contractual commitments or to exercise any other authority on behalf of the TP TEC Group, unless prior written approval of the Head is obtained. If such written approval is not obtained, the Employee's Manager or Head is required to notify the relevant departments and transfer as soon as practicable, the duties and responsibilities to another Employee.

## 8.0 Community and Society

- 8.1 TP TEC Group are committed to making a positive difference in the society by contributing to the improvement in the quality of life of our community.
- 8.2 TP TEC Group and its Employees shall be mindful of the consequences of TP TEC Group's operations within the surrounding community and shall make every effort to conduct business that will benefit the economy and society and continue our effort in carrying out our corporate social responsibilities.
- 8.3 These efforts may extend beyond the requirements stipulated by law.

## 9.0 The Environment

- 9.1 TP TEC Group believes in building a sustainable future. All Employees shall endeavour to work together with Third Parties to ensure our products and services are delivered in a socially and environmentally friendly manner.
- 9.2 Utilities shall be used in a responsible and efficient manner; and all of us at TP TEC Group shall ensure that the disposal of site waste takes place in a proper and environmentally friendly manner.

## 10.0 Ethics Checklist

- 10.1 When making a decision or following a directive made to you, an Employee must ask themselves:
- 10.1.1 Does my decision or action comply with the spirit of the Code, the relevant Policies and Procedures and applicable laws?
  - 10.1.2 Is my behaviour consistent with TP TEC Group's values and its standards on ethics, honesty and integrity?
  - 10.1.3 Does my decision or action reflect integrity i.e. is it the right thing to do?
  - 10.1.4 Is my decision or action being driven by responsible professional judgment?

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10.1.5 Would I feel confident if the basis or reasons for my decision or actions are made public?

10.2 Embracing good practices:

10.2.1 Keep abreast of the ethical and legal standards that apply to your duties and responsibilities or areas of specialization.

10.2.2 Initiate discussion during department meetings on issues pertaining to the Code or the Policies and Procedures.

10.2.3 Know who to consult if you are unsure of the right thing to do.

10.2.4 Speak up if you have a genuine concern.

10.2.5 Get help if you need it.

**11.0 Compliance with this Code**

11.1 Those who violate this Code, regardless of position or title, may be subject to disciplinary action, including termination of employment. The following are some of the examples of conduct that may result in disciplinary action:

11.1.1 violating and/ or instigating others to violate applicable laws and regulations, this Code and/or other Policies and Procedures;

11.1.2 failing to report known or genuine suspected violations of applicable laws and regulations, this Code and/or other Policies and Procedures;

11.1.3 retaliating against other Employees or Third Parties for reporting a concern or violation.

**12.0 Getting Help**

12.1 Seek advice or assistance when you are unsure of an appropriate legal or ethical course of action.

12.2 This may occur when applicable Policies and Procedures seem difficult to understand or interpret or when you have limited experience in dealing with the subject matter or are facing difficulties. Differences in opinion may also make the proper course of action unclear.

12.3 Select an appropriate avenue for getting help given the situation at hand. A good place to start is your immediate supervisor.

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### 13. Reporting Concerns

- 13.1 You are strongly encouraged to report genuine concerns without fear of retaliation. TP TEC Group's Anti-bribery and Corruption Policy sets out in detail the procedure and protection afforded to whistle blowers.
- 13.2 TP TEC Group will take appropriate action against anyone engaging in retaliatory conduct.
- 13.3 The submission of malicious or defamatory reports without basis or knowingly making a false report, is a breach of this Code and may result in disciplinary proceedings.

### 14. Review

- 14.1 The Code will be updated from time to time as and when necessary to ensure that it remains current and relevant in addressing any ethical issues that may arise at TP TEC Group.

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**Template of Acceptance of Code of Conduct and Business Ethics**

I, \_\_\_\_\_ (NRIC No. \_\_\_\_\_) hereby acknowledge that I have read and understood the Code of Conduct and Business Ethics and I further agree to abide by the provisions herein.

Signature

Date

TP TEC HOLDING BERHAD