

Supplier Code of Conduct



SHIPPING & LOGISTICS

MTT Shipping and Logistics Bhd.

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Introduction

As one of the market leaders in shipping and logistics industry within the Malaysian region, MTT Shipping and Logistics is committed to conduct business ethically and operate in a socially and environmentally responsible manner.

The Group requires all Suppliers and business associates to comply with the Supplier Code of Conduct (the “Code”) when doing business with MTTSL. The Code highlights the general requirements and expectations applicable to all Suppliers in procurement and business activities involving the Group including healthy and safety, human rights, and environmental protection.

Definitions

“**Board**” refers to the Board of Directors of MTT Shipping and Logistics [Sdn. Bhd.]

“**Group**” refers to MTT Shipping and Logistics [Sdn. Bhd.] and its subsidiaries.

“**Employee**” refers to any person under the employment of the Group, including but not limited to permanent, contractual, and temporary employment; and directors along with executives.

“**Management**” refers to the management team consisting of the Chairman, directors (including the Managing Director, non-Executive Directors and Executive Directors), controllers or officers of the Group or any persons who are concerned in the day-to-day management and operation of the affairs of the Group.

“**MTTSL**” refers to MTT Shipping and Logistics [Sdn. Bhd.]

“**Suppliers**” refers to agents, consultants, business partners and any third parties performing business or service for or on behalf of the Group. This includes the directors, employees, contractors, agents and equivalent of the company.

Scope

The Code is designated to govern the conduct of all Suppliers and business associates in business activities involving the Group.

Business Conduct Principles

Ethical Business Conduct

Legal Compliance and Business Integrity

Suppliers are expected to adhere to all relevant laws and regulations applicable for all its business activities, including but not limited to:

- Competition
- Corruption
- Bribery
- Money Laundering

The Group does not tolerate any form of bribery or corruption, thus gifts, entertainment, travel or any other form of gratuity may not be given by Suppliers as an improper influence for preferential treatment.

Any Supplier that wishes to give modest gifts or entertainment such as festive gifts to the Group or any of its employees, is subjected to pre-approval by the Management. Gifts of cash or cash equivalents, such as gift cards, are strictly prohibited at all times.

Conflicts of Interest

Suppliers are required to disclose the fact if Supplier's employee has a family relation (spouse, parent, sibling, grandparent, child, grandchild, mother- or father-in-law, siblings-in-law, uncles, aunts, nephews or nieces) to MTTSL's employee. The Suppliers shall avoid any influence that may impair the Group's employee's ability to make objective and fair decisions.

Privacy & Intellectual Property

Suppliers will safeguard and make only appropriate use of confidential information relevant to MTTSL and ensure that all employees' and business partners' privacy and valid intellectual property rights are protected. Suppliers shall respect and not infringe the intellectual property ownership rights of the Group and others, including, but not limited to, proprietary information, copyrights, patents, trademarks and trade secrets.

Human and Labour Rights

- **Protection of Human Rights:** Suppliers shall ensure all employees are treated with dignity and respect in line with internationally proclaimed human rights and not complicit in human rights abuse.
- **Prohibition of Unworthy Working Conditions such as Child or Forced Labour:** The Group has zero tolerance towards child or forced labour. Suppliers must avoid any form of forced or child labour in business operations consistent with the local labour laws.
- **Prohibition in Any Form of Discrimination or Harassment:** Suppliers are expected to provide equal treatment to all employees regardless of race, gender, national origin, age, physical characteristics, disability, sexual orientation, or any other protected characteristics under applicable law. Suppliers shall ensure the employees are not discriminated nor harassed in any way due to differences in individual attributes.
- **Compliance with Maximum Number of Working Hours and Minimum Wages According to Local Laws:** Suppliers must comply with all applicable laws regarding working and overtime hours and legal minimum wage laws and regulations. The working hours must not exceed the maximum set by the applicable national law and overtime hours must be paid as agreed in a timely manner.

Health & Safety

- Suppliers will provide appropriate controls, safe work procedures, preventative maintenance and necessary technical protective measures to mitigate health and safety risks in the workplace.
- When hazards cannot be adequately controlled by these means, suppliers will provide employees with appropriate personal protective equipment.
- Records of health and safety trainings, accidents and injuries at the workplace, should be maintained.

Environment & Resources Sustainability

- Suppliers are encouraged to reduce waste by implementing appropriate conservation measures in their operations. Improvement plans for waste reduction, waste management and disposal, recycling and energy conservation should be in place.
- Suppliers must also obtain, maintain and update all required environmental permits and registration, and any operational and reporting requirements shall be followed.
- Suppliers shall conduct business operations responsibly by implementing initiatives focused on the reduction of carbon emission and harmful gases to mitigate the impact on the environment.
- Suppliers shall act as stewards in conservation of natural biodiversity on land and marine ecosystem where applicable, as well as protection of the natural environment where the business operates.

Compliance Management System

The Supplier confirms to have procedures in place to ensure legal compliance and to have an appropriate compliance management system to enable adherence to this Code. A severe breach of the Code may be considered as a breach of the contract or agreement by the Supplier. Under such circumstances, MTTSL reserves the right but not limited to immediately terminate the business relationship with the Supplier.

Reviewing of Policy

This Code may be subject to review according to changes in legal requirements, stakeholders' expectations, and Group's operations. Every review and amendment of the Code must be approved by the Board of Directors.