



SHAREINVESTOR MALAYSIA SDN BHD SUPPLIER CODE

We seek to do business with partners who share our values and commitment for responsible business practices

OUR VALUES

The ShareInvestor Malaysia's core values for **Integrity, Leadership, People** and **Customer Satisfaction** are translated and applied to all aspects of our business undertakings. We are committed to conduct business with integrity and fairness, with respect for the law, and our core values.

We expect you, our Supplier, to help us always deliver on our values and commitments to responsible business conduct. As partners, we can maximize our positive impact and grow together in a sustainable and responsible manner.

SCOPE

1. **Ethics**
2. **Labour & Human Rights**
3. **Health, Safety and Environment**
4. **Management System**

ShareInvestor Malaysia also expects Suppliers to take appropriate steps to ensure that their own suppliers comply with the minimum standards of the Supplier Code. ShareInvestor Malaysia reviews compliance with the Supplier Code and has the right to undertake an assessment with any Supplier. ShareInvestor Malaysia expects Suppliers to undertake an assessment in its own operations and throughout its supply chain in this regard.

In the event of non-compliance with the minimum standards, ShareInvestor Malaysia will work together with Suppliers to take corrective action within an appropriate timeframe. If a Supplier is not able or fails to correct the non-compliance, ShareInvestor Malaysia may end the relationship.

ETHICS

To meet social responsibilities, suppliers are expected to conduct their business in an ethical manner and to act with integrity. Ethical requirements include the following aspects:

a. Business Integrity

Suppliers are expected not to practice or tolerate any form of corruption, extortion or embezzlement. Suppliers will not offer or accept bribes or other unlawful incentives to/from their business partners. Suppliers are expected not to offer to ShareInvestor Malaysia employee/s gifts or any other kind of personal benefit resulting from the relationships with the suppliers.

b. Fair Competition

Suppliers will conduct their business in line with fair competition and in accordance with all applicable anti-trust laws.

c. Privacy & Intellectual

Property Suppliers will safeguard and make only appropriate use of confidential information and ensure that all employees' and business partners' privacy and valid intellectual property rights are protected.

d. Identification of Concerns

Suppliers will provide means for their employees to report concerns or potentially unlawful activities in the workplace. Any report should be treated in a confidential manner. Suppliers will investigate such reports and take corrective action if needed

e. Conflicts of interest

We require all our employees to make decisions in the best interest of ShareInvestor Malaysia. This includes avoiding situations in which a conflict could arise between the interest of ShareInvestor Malaysia and a direct or indirect personal interest. We expect the Supplier to respect this requirement and to cooperate with us to ensure it is upheld. The Supplier should immediately disclose to ShareInvestor Malaysia (via email to integrity.my@shareinvestor.com) any situation in which they perceive a potential conflict of interest so that appropriate action can be taken.

f. Financial records, confidential information, money laundering and insider dealing

We expect our suppliers to perform all business and commercial dealings transparently and record them accurately in its books and records according to Malaysian law; not to engage in or facilitate any form of money laundering; to treat all business, commercial and financial information regarding ShareInvestor Malaysia and its commercial partners as confidential. The Supplier should not use confidential information it possesses regarding ShareInvestor Malaysia to either engage in or support insider dealing.

LABOUR & HUMAN RIGHTS

At ShareInvestor Malaysia we are committed to doing business with respect for people's fundamental dignity and their human rights. We expect the same commitment from our suppliers and require them to meet the following minimum standards:

a. Non-discrimination

The Supplier treats people equally and fairly, based on the principle of non-discrimination. The Supplier respects cultural and individual diversity and promotes inclusiveness. The Supplier employs, rewards and promotes based on the principle of equal opportunity, without distinction according to race, colour, gender, sexual orientation, religion, national or social origin, age and disability. This means that the Supplier makes employment decisions, including hiring, placement, promotion, development, training and compensation, based on factors such as qualifications, experience, performance, skills and potential.

b. No harassment

The Supplier does not tolerate physical, verbal, sexual or psychological harassment, bullying, abuse or threats in the workplace.

c. Freedom of association and the right to collective bargaining

The Supplier respects the right of employees' to freedom of association and collective bargaining. Where local laws and practices restrict the right to freedom of association and collective bargaining, the Supplier endeavours to develop other ways to have a meaningful social dialogue with worker representatives, without breaking local law.

d. Freedom of movement and no forced labour

The Supplier respects the freedom of movement of employees. None of their employees should pay for their job. Fees and costs associated with recruitment and employment should be paid by the Supplier. All employees, including contract workers, should work freely. They should be aware of the terms and conditions of their work and be paid regularly as agreed.

e. Children's rights

The Supplier respects the rights of the child as stated in the Convention on the Rights of the Child, including the right to education, the right to rest and play and the right to have basic needs met. The Supplier will not engage in, or allow child labour within their facilities or in those of their suppliers. The Supplier follows the International Labour Organisation's (ILO) definition of the minimum age for admission to employment or work. This age shall not be lower than the age of completion of compulsory schooling and in any case not be under 15 years of age, except in some countries, where it is 14. The Supplier complies with Malaysian law if it sets a higher age to define child labour.

f. Reasonable working hours

The Supplier will always comply with Malaysian laws, regulations and local customs with regard to working hours and overtime. The Supplier recognizes the right to sufficient rest and leisure, and therefore aims to prevent their employees from working excessive hours.

g. Fair wages and income

The Supplier will pay its employees fair wages for work performed. The Supplier observes the statutory minimum wage set in the country in which it operates. Where the statutory minimum wage is non-existent or not sufficient to meet basic needs, the Supplier strives to pay employees enough to ensure a decent standard of living enough to satisfy basic needs for the employee and their families

HEALTH, SAFETY AND THE ENVIRONMENT

Suppliers are expected to provide a safe and healthy working environment and, if applicable, safe and healthy company living quarters, and to operate in an environmentally responsible and efficient manner. Suppliers will integrate quality into their business processes. This comprises the following aspects:

a. Working safely

The Supplier provides a safe and healthy working environment for its employees. The Supplier will provide safe tools, equipment and vehicles that are suitable for the work that is undertaken. The Supplier's employees are competent for the work and are trained in the safe use of the tools, equipment and the vehicles they operate. The Supplier's employees are empowered to stop unsafe work and report incidents and unsafe work practices.

When working for ShareInvestor Malaysia at our facilities or remotely, Supplier and Supplier's employees must adhere to applicable Safety and Health procedures and work instructions.

b. Environment

Suppliers will comply with all applicable environmental regulations. All required permits, licenses and registrations will be obtained, maintained and kept up to date. Suppliers will fulfil their operational and reporting requirements.

MANAGEMENT SYSTEMS

Suppliers are expected to implement management systems to facilitate compliance with all applicable laws and to promote continuous improvement with respect to the expectations set forth in this Supplier Code of Conduct. This includes the following aspects:

a. Commitment and Accountability

Suppliers are encouraged to fulfil the expectations set forth in this Supplier Code of Conduct by allocating appropriate resources.

b. Legal and Other Requirements

Suppliers will comply with all applicable laws, regulations, contractual agreements and generally recognized standards.

c. Risk Management

Suppliers are expected to implement mechanisms to identify, determine and manage risks in all areas addressed by this Supplier Code of Conduct and with respect to all applicable legal requirements

d. Documentation

Suppliers are expected to develop adequate documentation to demonstrate that they share the principles and values expressed in this Supplier Code of Conduct. This documentation may be reviewed by ShareInvestor Malaysia upon mutual agreement.

e. Continuous Improvement

Suppliers are expected to continuously improve their sustainability performance by implementing appropriate measures.

CONTACTS

For further information and support related to the ShareInvestor Malaysia Supplier Code, please contact your ShareInvestor Malaysia account manager. Alternatively please contact us via hr.my@shareinvestor.com.

For lodging complaints or to whistleblow, kindly contact us via email to integrity.my@shareinvestor.com