

# CODE OF CONDUCT

Your decisions matter.

SKN Industrial Supplies Sdn Bhd

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# INTRODUCTION

At SKN, we are committed to maintaining a positive work environment where every employee is treated with respect and dignity. As part of this commitment, we have developed a code of conduct that outlines the standards of behavior and ethical principles that we expect all employees to uphold.

Our code of conduct is designed to ensure that we operate our business in an honest, transparent, and ethical manner. It covers a range of topics, including workplace conduct, professionalism, integrity, compliance, and workplace policies.

We believe that following these standards will help us build a culture of trust and respect, and contribute to our overall success. Thank you for your commitment to upholding our code of conduct and maintaining a positive work environment.



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# PURPOSE

These values are more than a commitment to those we serve; they are fundamental to every aspect of our business and drive our purpose to inspire and empower families to lead fulfilled lives. Our values bring our purpose and pillars to life.

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# CONFLICT OF INTEREST

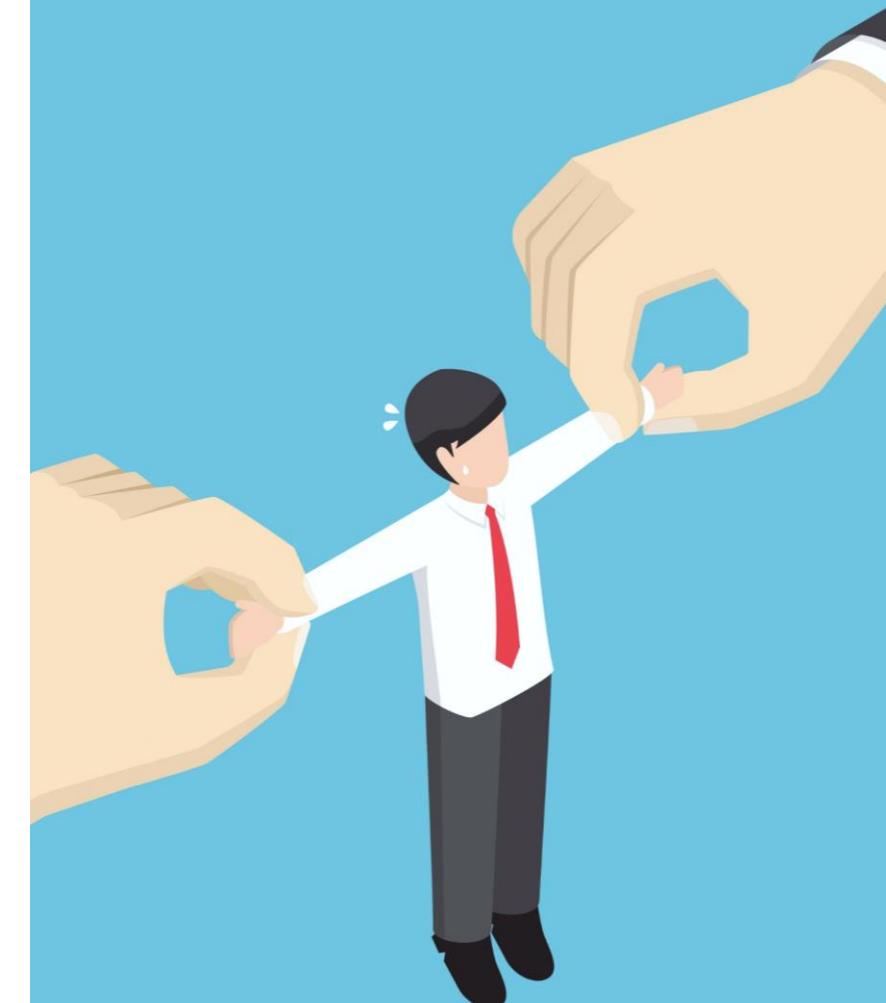
The company reputation and business depends heavily on the conduct and integrity of its employees.

A conflict of interest is defined as any circumstances where an individual's interest is inappropriately influence or appears to interfere their business judgement.

Managing conflict of interest is the shared responsibility of Employees. Employees therefore must be free from actual or potential conflicts of interest when dealing with other businesses or individuals on behalf of the company.

All employees shall take necessary actions to avoid and/or manage themselves from involving in any activities that may create conflicts of interest and/or will undermine the performance of the employee.

You are required to disclose any potential conflicts of interest immediately to your manager , HR or director. If you have any questions or concerns, please report it immediately.



# ANTI BRIBERY & CORRUPTION

All forms of bribery and corruption are prohibited. SKN upholds a zero tolerance approach.

Employees must not participate in any corrupt activity, such as extortion, collusion, breach of trust, abuse of power, trading under influence, embezzlement, fraud or money laundering.

Bribery may take the form exchange of money, goods, services, property, privilege, employment position or preferential treatment. Employees shall not therefore, whether directly or indirectly, offer, give, receive or solicit any item of value, in the attempt to illicitly influence the decisions or actions of a person in a position of trust within an organisation, either for the intended benefit the company or the persons involved in the transaction.

No Employee will suffer demotion, penalty or other adverse consequences for refusing to pay or receive bribes or other illicit behaviour, even if such refusal may result in the company losing business or experiencing a delay in business operations.

SKN recognises the value of integrity in its Employees. The Company's recruitment, training, performance evaluation, remuneration, recognition and promotion for all Employees, shall be designed to recognise integrity. SKN awards contracts and employee positions purely based on merits.

All employees must report any suspected violations of the policy to the compliance officer. SKN will investigate all reports promptly and thoroughly. Any employee found to have violated the policy will be subject to disciplinary action, up to and including termination of employment or contract.

SKN is committed to conducting business ethically and with integrity. All employees must comply with this policy and act in accordance with the highest ethical standards at all times.



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# HEALTHY AND SAFETY ENVIRONMENT



Protect yourself and others. Comply all the health and safety regulations, policies and procedure that apply to you job and work location, and familiarize yourself with any hazards in your work area and report any incidents, injuries, near misses or unsafe condition right away so we can take steps to make sure you're OK and prevent harm to others.

When it comes to operating machinery and equipment, only take on tasks for which you have been trained or certified. For all tasks, follow posted warning signs and restrictions and when required wear personal protective equipment (PPE), fall protection and fall restraints.

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# LABOR AND HUMAN RIGHTS



We respects the employee's rights and prohibits harsh and inhumane treatment, including any form of mental or physical coercion, inducement of duress, or verbal abuse of employees.

All employees are strictly prohibited to engage in any form of sedition, discriminatory and harassment. These behaviors which are typically made based on age, race, gender, religion, nationality, marital status, pregnancy, disability or sexual orientation include, but not limited to:

- verbal harassment includes derogatory comments or racial slurs, verbal abuse or threat, offensive comments, distribution of inappropriate or sexual jokes; and
- sexual harassment includes the unwanted sexual advances or propositions or any other verbal, visual or physical acts of a sexual nature.

SKN is committed to provide equal employment opportunity for all employees. All employment decisions are based on business needs and job requirement regardless of age, race, gender, religion, nationality, marital status, pregnancy, disability or any other status protected by the local laws or regulations.

We prohibits use of forced labour, human trafficking and exploitative child labour within its business operations. Minimum age for legal employment shall be in accordance with applicable local laws.

In accordance with local laws, we recognize the freedom of employees to establish or join an organization of their choosing, to bargain collectively through their chosen representative(s), to engage in peaceful assembly, or to refrain from such activities. We respect the right of our employees to associate without fear of pressure, retaliation or reprisal. We also encourage open communication on work-related topics, guidance or concerns with direct managers, department heads or human resources team.



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## **TODAY'S BEHAVIOR IS TOMORROW'S REPUTATION**

Never underestimate the ability you have to make a difference.

Because every decision you make affects who we are and where we go from here.