



# SUPPLIER CODE OF CONDUCT

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# CONTENT

	<u>PAGE</u>
1. PREFACE.....	3
2. LAWS AND REGULATIONS.....	3
3. DATA PROTECTION.....	4
4. ETHICAL DEALINGS.....	4
5. WORKPLACE SAFETY AND HEALTH.....	4
6. RAISING CONCERNS.....	5
7. QUERIES.....	5

## **1. PREFACE**

- 1.1 Yeo Hiap Seng (Malaysia) Sdn. Bhd. and/or Yeo Hiap Seng Trading Sdn. Bhd. and its affiliates ("Purchaser") ("**YHS**" or "**we**") is committed to conducting our businesses and operations with the highest standards of ethics and integrity, and expects that the businesses that we contract with for the provision of goods and services, such as our suppliers, vendors, contractors, subcontractors, consultants and service providers (collectively, "Suppliers"), do likewise.
- 1.2 Our Supplier Code of Conduct ("Code") defines the minimum standards of practice we require from our suppliers, including subcontractors, to adhere to when providing any goods or services to YHS. YHS requires its suppliers to respect and comply with this Code when conducting business.
- 1.3 A Supplier refers to any individual or business that supplies goods or services to YHS and includes all employees, subcontractors, agents, joint-partners and other representatives who act on behalf of the Suppliers.
- 1.4 A failure by any Supplier or its Representative to comply with the Code can result in YHS terminating the contract with the Supplier, disclosure of any legal violation to the appropriate government or regulatory authority, and/or the pursuit of any remedy available to the Company.
- 1.5 This Code does not represent a complete set of the Suppliers' obligations and requirements in respect of the Company. All Suppliers must comply with all applicable laws and regulations, this Code and the Suppliers' respective contractual obligations in relation to YHS.
- 1.6 The Code does not create any binding obligation on the Company and we reserve the right to amend the Code from time to time. The prevailing version of the Code may be found at YHS' website.

## **2 LAWS AND REGULATIONS**

- 2.1 The terms and conditions and all orders carried within the scope shall be governed by the laws of the country that they operate in, and where they provide the goods and services to YHS.
- 2.2 Refer to the Purchasing terms and conditions for more information that is available on our website for more information.

### **3 DATA PROTECTION**

- 3.1 During the course of transaction. If a Supplier has access to and/or collects, uses, handles or processes the personal data of any individuals, the Supplier shall ensure that it complies with the requirements of all applicable personal data protection laws. The Supplier must not transfer any such personal data to a third party without the prior written consent of the Company. All breaches should be reported immediately and transparently to the Company.
- 3.2 Refer to YHS Personal Data Protection Policy that is available on our website for more information.

### **4 ETHICAL DEALINGS**

- 4.1 Suppliers must ensure they do not engage in any form of corruption, gratification, inducement bribery, facilitation payments or fraud. Suppliers shall not offer any gifts or other benefits to YHS employees, and/or anyone acting on YHS's behalf that could improperly influence that employee or person. YHS also prohibits anyone from engaging in bribery and corruption on our behalf.
- 4.2 For example, if a Supplier's employee is a family relation (e.g. spouse, children, parent, sibling) to an employee of YHS, or if a supplier has any other relationship with an employee of YHS that might represent a conflict of interest, the Supplier should promptly disclose the fact to YHS.
- 4.3 Suppliers must avoid situations where a conflict of interest may occur. Suppliers must promptly disclose any actual or potential conflict of interest between a Supplier and YHS or between any Representative and YHS. Such conflicts of interest could include cases where a supplier's employee or professional under contract may have an interest or business relationship of any kind with YHS' business or where that supplier may be acting on behalf of YHS and/or a competitor of YHS.

### **5 WORKPLACE SAFETY & HEALTH**

- 5.1 The Company is committed to the responsible management of safety and health risks, in line with widely accepted international and national standards. Accordingly, the Company has implemented an effective and robust safety management system that ensures compliance with safety regulatory requirements. Suppliers and their Representatives must likewise

provide a safe and healthy working environment for all their employees and must comply with our Environment Health & Safety Policy.

5.2 Suppliers who are entering and/or working in YHS premises shall also adhere to our in-house Health and Safety requirements including putting on the necessary personal protective equipment, applying for the necessary safety permits and undergoing specified orientation trainings prior to carrying out the works.

5.3 Suppliers shall also ensure that its employees and Representatives are physically fit for work and not under the influence of alcohol, prohibited drugs or other incapacitating substances when providing goods or services to the Company.

## 6 RAISING CONCERNS

6.1 We want to hear from any individual or organisation who wishes to raise a query or concern, or report a possible violation or breach to this Code. We expect suppliers to ensure that there will be no retaliation against any employees and subcontractors who make a report in good faith.

6.2 Any Reporting Person who has a reasonable belief in good faith that there is actual or suspected Reportable Conduct, and who wishes to alert YHS, should raise their concern in writing via below means:

Via email to: Email: [whistleblowing@yeos.com](mailto:whistleblowing@yeos.com)

Via letter to: **Head of Internal Audit or General Counsel (As appropriate)**

Lot 191, Jalan Utas 15/7, Seksyen 15

40200 Shah Alam, Selangor Darul Ehsan

Via phone calls: Head of Group Internal Audit (Singapore office: +65 6849 6764) **OR**

General Counsel (Singapore office: +65 6849 6794)

## 7 QUERIES

7.1 In case of any questions concerning this Supplier Code of Conduct, Suppliers should contact YHS at <https://yeos.com.my/contact-us/>