



# Petikemas Supplier Code of Conduct

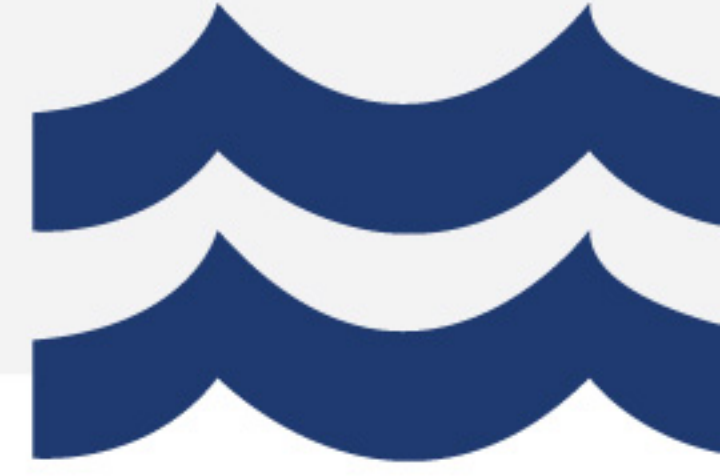
Version 1.0

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## The Supplier Code of Conduct

This Supplier Code of Conduct is made by Syarikat Logistik Petikemas Sdn. Bhd. (together referred to as “Petikemas Group” or “Group” or “Petikemas”).

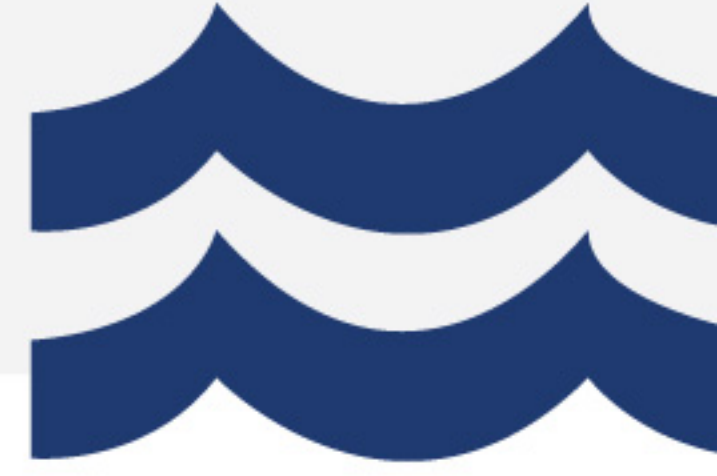
Petikemas takes our legal and ethical standing in the business community seriously and in turn, we choose to work with partners who share similar values and commitment. Thus, we have given ourselves a strict set of ethical standards to guide us in our business practices.

The Supplier Code of Conduct is not a contract, its purpose is to clearly set out Petikemas’ values and expectations regarding the standards of business conduct and social responsibility on our suppliers and third-party providers.

We expect all of our suppliers and providers i.e., all companies who do business with any company or division of Petikemas to adhere to the same ethical standards.



# Compliance with laws and regulations



**Compliance with laws and regulations:** Suppliers should comply with all applicable laws and regulations related to their business operations, including but not limited to labour laws, environmental regulations, Health & Safety laws and anti-corruption laws.

## 1.1 Legal compliance

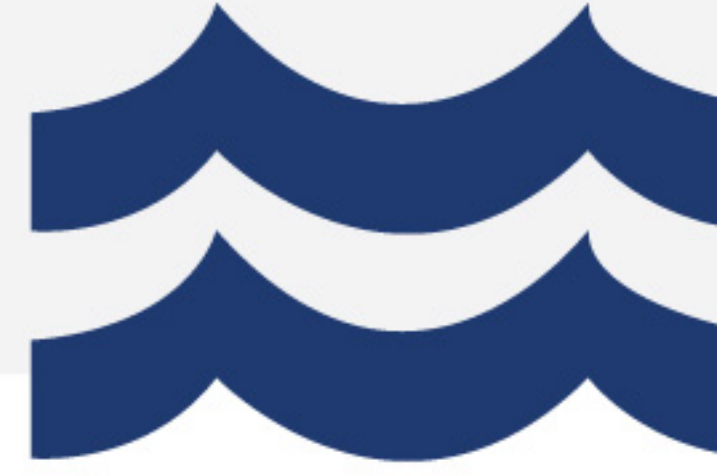
Suppliers should comply with all applicable laws and regulations related to their business operations in Malaysia, including but not limited to:

- **Labour laws:**  
Suppliers should comply with all applicable labour laws and regulations, including those related to wages, working hours, and employment benefits.
- **Customs regulations:**  
Suppliers should comply with all customs regulations related to the import and export of goods, including customs documentation requirements and procedures.
- **Transportation regulations:**  
Suppliers should comply with all transportation regulations related to the movement of goods, including those related to road safety, vehicle maintenance, and driver training.
- **Environmental regulations:**  
Suppliers should comply with all environmental regulations related to their business operations, including those related to waste management, emissions control, and hazardous materials handling.

## 1.2 Business Ethics

Suppliers should conduct their business with the highest standards of ethical behaviour and integrity, and should not engage in any form of corruption, bribery, or unethical practices.

- **Anti-corruption laws:**  
Suppliers should comply with all anti-corruption laws and regulations, including the Malaysian Anti-Corruption Commission Act 2009, and should not offer or accept any form of bribes or kickbacks.
- **Licenses and permits:**  
Suppliers should obtain and maintain all necessary licenses and permits required for their business operations, including those related to customs, transportation, and environmental regulations.



## 2

**Ethical behaviour:** Suppliers should conduct their business ethically and with integrity. They should avoid any activities that could result in conflicts of interest or unethical behaviour, such as bribery or fraud.

### 2.1 Money laundering

Suppliers should not engage in any activities that could facilitate money laundering or the financing of terrorism. They should comply with all applicable anti-money laundering laws and regulations.

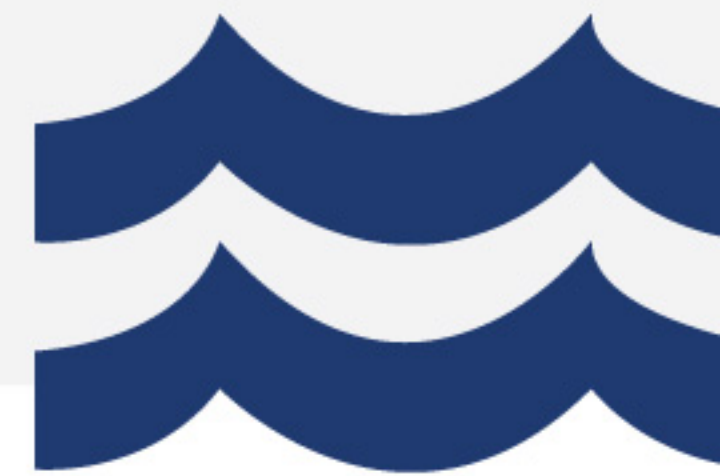
### 2.2 Gifts and hospitality

Suppliers should not offer or accept gifts or hospitality that could be perceived as an attempt to influence business decisions or gain an unfair advantage. Any gifts or hospitality should be reasonable and proportionate, and should not violate any applicable laws or regulations.

### 2.3 Conflicts of interest

Suppliers should avoid any activities that could create or appear to create a conflict of interest. They should disclose any potential conflicts of interest to Petikemas and take appropriate steps to manage or mitigate such conflicts.





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**3** Human rights: Suppliers should respect human rights and treat their workers fairly and with respect. They should not engage in any form of forced labour or child labour, and should provide a safe and healthy working environment for their employees.

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### 3.1 Human rights, modern slavery and anti-human trafficking

Petikemas is committed to human rights and is wholly against forms of modern slavery and human trafficking. Suppliers are subject to the same ethics as Petikemas, and must commit that all forms of labour in their organisations are 100% voluntary and child labour is rejected.

Suppliers to Petikemas must commit to responsible business practices and institute anti-human trafficking measures. Petikemas will consider the added value of suppliers who consistently demonstrate respect for basic human rights in our business award decisions.

### 3.2 Working and living conditions

Petikemas expects our suppliers to commit to a workplace that is discrimination, harassment and abuse free. Suppliers should also provide workers with clean facilities equipped with basic amenities such as safe and clean working areas, potable drinking water. Housing provided by a supplier either directly or through a third-party must be clean, safe and adequately sized per person and equipped with ventilation and reasonable entry and exit points.

### 3.3 Labour practices and remuneration

Petikemas expects our suppliers to comply with local industry and labour markets, with regards to remuneration. Suppliers must comply with minimum wage legislation per Malaysia's Employment Act and pay employees in a timely manner and convey the basis on which they are paid. Suppliers must remain comply with all applicable local laws regarding working hours including overtime, rest breaks and paid vacation.

### 3.4 Diversity, Equity & Inclusion (DEI)

Petikemas encourages suppliers to demonstrate commitment to advancing diversity, equity and inclusion within your business, including in policy and in practice. Suppliers are highly encouraged to share their plans to improve in these areas to be more gender, background and socially inclusive, per Petikemas' position on DEI. Suppliers should provide equal opportunities to all employees and ensure that all employment decisions, including hiring, promotion, and termination, are based on merit and without discrimination.



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**Environmental sustainability:** Suppliers should operate in an environmentally sustainable manner, taking steps to minimise their environmental impact and conserve natural resources.

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#### **4.1 Managing carbon emissions**

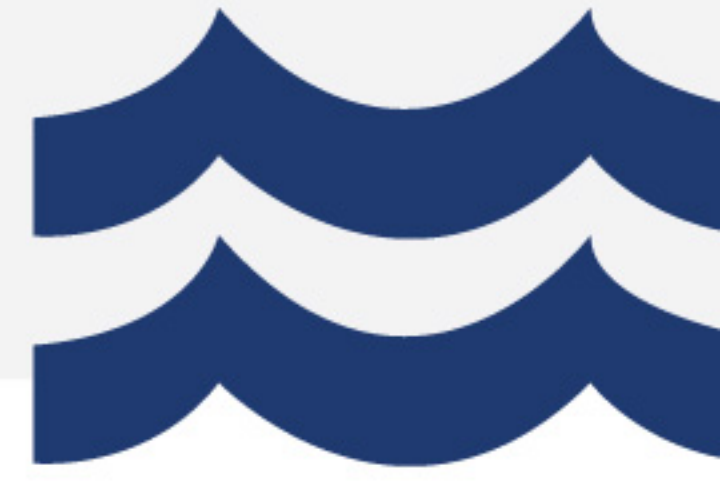
Suppliers are encouraged to monitor and manage their carbon emissions starting with Scope 1 & Scope 2 emissions, taking steps to reduce their carbon footprint and mitigate the effects of climate change.

#### **4.2 Shift to renewable energy sources**

Suppliers are encouraged to transition to renewable energy sources wherever possible, such as solar power. They should also encourage their own suppliers and subcontractors to do the same.

#### **4.3 Waste management**

Suppliers are encouraged to implement effective waste management practices, such as reducing waste, recycling, and properly disposing of hazardous materials. They should also encourage their own suppliers and subcontractors to adopt similar practices.



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**Data protection:** Suppliers should protect confidential and proprietary information, including personal data, and should comply with all applicable data protection laws and regulations.

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## 5.1 Privacy Act Malaysia

Suppliers should comply with the Personal Data Protection Act (PDPA) 2010 in Malaysia and all other applicable data protection laws and regulations.

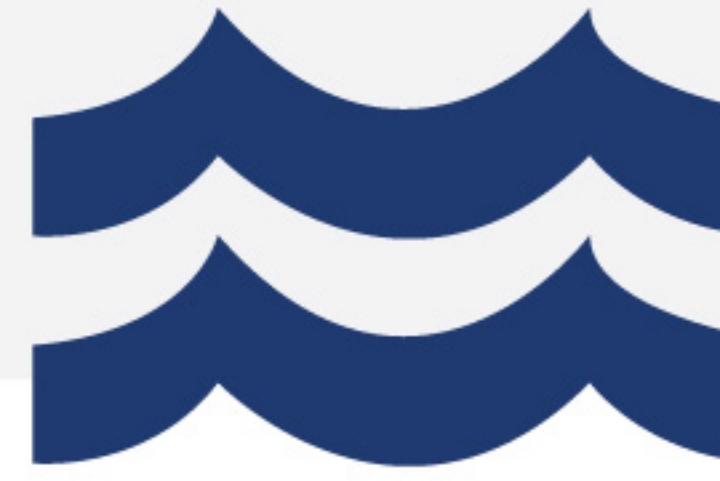
## 5.2 Digital security

Suppliers should take appropriate measures to secure their digital systems and protect against unauthorised access or data breaches. This includes implementing strong passwords, encrypting sensitive data, and keeping software up-to-date with the latest security patches.

## 5.3 Confidentiality

Suppliers should not share any confidential information of Petikemas with any third party unless explicitly authorised in writing by Petikemas. They should take all necessary measures to ensure that confidential information is protected from unauthorised access or disclosure.





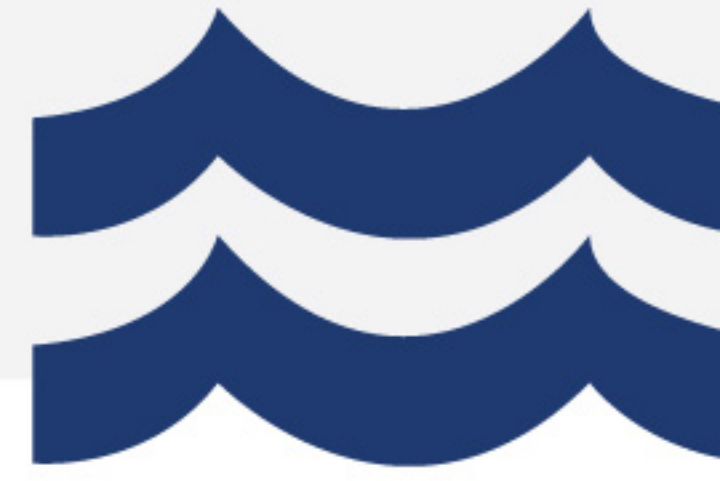
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**6** Supply chain responsibility: Suppliers should ensure that their own vendors and subcontractors comply with this code of conduct.

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## 6.1 Vendor and subcontractor monitoring

Suppliers are responsible for monitoring their own vendors to ensure that they comply with this Code of Conduct and all applicable laws and regulations.



**Reporting and monitoring:** Suppliers should report any violations of code of conduct to Petikemas and cooperate with any investigations. Petikemas reserves the right to monitor and audit supplier compliance with this code of conduct.

## 7.1 Monitoring and auditing trafficking

If any non-compliance or violation is identified, suppliers should take prompt corrective actions to address the issue and prevent recurrence.

## 7.2 Corrective actions

Petikemas expects our suppliers to commit to a workplace that is discrimination, harassment and abuse free. Suppliers should also provide workers with clean facilities equipped with basic amenities such as safe and clean working areas, potable drinking water. Housing provided by a supplier either directly or through a third-party must be clean, safe and adequately sized per person and equipped with ventilation and reasonable entry and exit points.

## 7.3 Training sessions

Suppliers may be requested to attend training sessions on this Code of Conduct periodically to ensure that they understand and comply with its requirements.

We expect all Petikemas suppliers to adhere to the standards set forth in this Code of Conduct. By working together to promote ethical behaviour, sustainability, and respect for the law, we can build a business that benefits everyone involved. We ask that all suppliers acknowledge and sign this Code of Conduct to indicate their commitment to upholding these standards. We appreciate your cooperation and look forward to a long and mutually beneficial partnership.



[www.petikemas.com.my](http://www.petikemas.com.my)