



SABAHEBAT SDN BHD

198601006492 (1555657-V)

P.O Box 175, 89728 Membakut, Sabah

Planted Area: 760.33Ha, Certified Area: 1,214.10Ha

ETHICAL CONDUCT AND ANTI BRIBERY POLICY

Sabahebat Sdn Bhd (SSB) has in place a Code of Business Conduct as a guidance to its directors and employees as well as its external stakeholders with regards to the Company's standard of integrity and rules of conduct to be observed in the performance of work and business practices. Therefore, SSB is committed to;

Business Partners, Clients, and End-User Customers

Our business partners, clients, and visitor trust the quality and value of our service offerings. We depend on strong relationships with our business partners and clients to provide us with continued opportunities to grow our business.

Shareholders

Our shareholders trust us to responsibly use all our assets to make our business grow.

Our community

When we give back to the community, we instill pride in our employees and gain the respect of the citizens in our community.

Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. All employees must show integrity and professionalism in the workplace

Corruption

We prohibit employees from soliciting, accepting, offering bribes or gifts from clients or partners. We prohibit bribery for the benefit of any external or internal party.

SSB is committed to comply with the provisions of the Malaysian Anti-Corruption Commission Act 2009 (Act 694) and the applicable laws by inculcating integrity, transparency and accountability in all aspects of business;

Job duties and authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competences



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and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse **company equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours and days. But generally, we expect employees to be punctual when coming to and leaving from work.

Conflict of interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Communication

All employees must be open for communications with their colleagues, supervisors or team members.

Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

DATUK ABDUL RAZAK HARRIS
DIRECTOR

23 JANUARY 2025

REVISED DATE