

Policy No. 2 : Company Code of Conduct

INTRODUCTION

All employees of Affluent Cycle Industries Sdn. Bhd. are expected to familiarize themselves with and follow these Code of Conduct guidelines.

1. It shall be the responsibility of all supervisory employees to report any employee contravening guidelines of the Code of Conduct to his HOD.
2. HOD may investigate circumstances of violation together with the Human Resource & Admin Department (HR & Admin Dept.) and call any relevant witnesses to give evidence.
3. Disciplinary action may be taken if the violation is proven.
4. Code of Conduct is prepared in English.

CODE 1

General conduct on company's premises

1. Do not smoke within the company premises except at the designated location.
2. Do not sleep whilst on duty.
3. Do not commit any immoral act on the company premises.
4. Do not commit any criminal offence or illegal act.
5. Do not fight with or strike any other employee or any other person in the premises.
6. Do not adopt an insubordinate attitude to any supervisor or manager.
7. Do not incite another employee to commit any of the above offences.
8. Do not commit physical, verbal, psychological, sexual abuse of workers.
9. Do not make reference to politics or religion in advertising, cause offence or show disrespect by implying discrimination based on race, religion, sex, national origin, physical disability, age or sexual orientation.
10. Do not use child labor, any forced or involuntary labor, bonded, indentured or otherwise, or engage in Human Trafficking.
11. Do not offer, promise or give directly or indirectly any commercial bribe to any person.
12. Do not receive a commercial bribe from any third party, such as a kick-back or other similar payment. For this purpose, a bribe is a payment or gift of any value (or promise thereof).

CODE 2

Punctuality & Attendance

1. Observe the working hours, which are specified for your job.
2. Perform shift work as required.
3. Be ready to start work at your place of work in uniform at the appointed time.
4. Do not stop work before normal finishing time.
5. Do not leave your job during working hours without permission from your superior.
6. Do not leave your place of work until relieved where you are employed on a continuous or semi-continuous shift.
7. Do not exceed time limit granted for tea and meal breaks.

CODE 3

Time keeping

1. Thumb “**IN**” upon entering premises and “**OUT**” when leaving premises.
2. Do not temper with the attendance systems in any way.

CODE 4

Entering and leaving the premises

1. Enter or leave the premises through an authorized gate only.
2. Allow the security personnel to conduct a physical search when entering or leaving the premises on during working hours. All personal belongings such as vehicle, bag, basket, tin, parcel, etc may be examined.
3. Do not leave company premises during working hours without an authorization from your Head of Department (**Appendix 1**).
4. Do not take any company material out of the premises without an authorized Gate Pass (**Appendix 2**).
5. Obtain permission of the supervisor concerned to enter any area other than the one in which you normally work.

CODE 5

Environment, Health and Safety

1. Obey all EHS regulations which apply to the premises as a whole or to the area where you are working.
2. Use safety appliances and/or special clothing when required to do so or when handling dangerous materials.
3. Report any defects noticed in the safety equipment or protective clothing to your supervisor immediately.
4. Ensure that all safety gadgets are in position before starting and during operation of a machine.
5. Keep your work place clean and tidy and carry out cleaning instructions given by your supervisor.
6. In case of fire :
 - a. Extinguish the fire (if trained) immediately by using a suitable fire extinguisher.
 - b. Sound the nearest fire alarm immediately.
7. In case of fire/evacuation alarm, move immediately to the Assembly Area near the car park.
8. Inform your Supervisors of any accidents spill or fire breakout immediately.
9. Ensure all containers, raw materials and process wastes including dispersion and mixers are kept closed/covered, labelled and stored in its respective places.
10. Do not adjust or interfere with any machinery unless specifically authorized to do so.
11. Do not eat at your workplace or anywhere in the premises except at designated areas.
12. Do not cause damage to the company's property including graffiti, displaying of irrelevant posters and labels on any walls and machines.
13. Do not place any object around the emergency equipment i.e. fire extinguisher, fire hose reel, fire doors, and passageways.
14. Do not take photographs in company premises unless authorized by the HOD.
15. Do not use the mobile phone, pager, radio or any other non-explosion proof electrical equipment in the designated areas of production and solvent farm.
16. Maintain prescribed speed limits when driving within company premises.
17. Do not drive/handle any of the material handling equipment such as forklift, reach truck and powered pallet truck, unless authorized.
18. Use only authorized car parks and motorcycle lots provided by the company.
19. Personal headphones or earphones are not allowed.

CODE 6

Medical Examination and infectious diseases

1. Report to your supervisor when you are in need of medical attention and obtain approval before proceeding to the doctors.
2. Return the medical slip to your supervisor immediately upon reporting to work.
3. Consult doctor if you have been in contact with any notifiable infection or contagious disease before you start work, and inform HR & Admin Dept. that you have done so.
4. Do not visit doctors under false pretext for the purpose of getting medical leave.

CODE 7

Accidents

1. Immediately report to your supervisor or in his/her absence, HR & Admin Dept of any injury sustained whilst at work and then go for treatment.
2. When you are involved in an accident involving personal injury outside the factory premises, report to your supervisor or HR & Admin Department immediately.
3. Do not remove any equipment from the First Aid boxes except for treatment of an injury sustained in the facility.

CODE 8

Disclosure of Information

1. Do not disclose to persons other than company employees – and then, only in the course of your duties – any information on the design or performance of the plant or machinery in the premises.
2. Do not take away from the premises any samples, plans or drawings that are the property of Company.
3. Do not bring any person into the premises unless he is in possession of an official pass.

CODE 9

General Dress Code and Uniform Guidelines

1. Employees who are assigned company uniforms are required to wear it daily during working hours.
2. Uniforms must be worn properly, kept clean, and in good condition at all times.
3. Modifications to uniforms are not allowed unless approved by management.
4. Replacement uniforms due to damage, wear, or size changes can be requested via HR.
5. Loose or dangling clothing, long scarves, sleeveless shirts, jewelry, or accessories are not permitted as they may pose safety risks.
6. Long hair must be tied up.
7. Not allowed to wear pants (ripped jeans / short pants / baggy pants / tracksuits)
8. Personal headphones or earphones are not allowed.

CODE 10

Miscellaneous

1. Inform HR & Admin Dept. of any significant change in your personal circumstances. For example, you should inform HR & Admin Dept. when there is change in your home address, marital status, etc.
2. Do not carry out private work either for yourself or other people on company's premises and during working hours.
3. Do not call together or attend any meeting of employees in company premises without prior permission of the Management.
4. Do not distribute or display any notice or literature on company's premises unless permitted by the Management.
5. Do not enter or attempt to enter the facility's premises under the influence of intoxicating liquor or narcotic drugs.
6. Employees are prohibited from carrying or consuming intoxicating liquor or narcotic drugs within company premises.
7. All forms of gambling within company premises is prohibited.
8. Do not make a collection in company premises for any person unless authorized by the Management.
9. Do not conduct any form of private trading in company premises.
10. Do not read newspaper/magazine and etc. during working hours.

Approved by :

Teoh Khim How
Managing Director