

# **SKB SHUTTERS CORPORATION BERHAD**

## **CORPORATE CODE OF CONDUCT**

### **1. Objective**

The Board define its principles of code of conduct to:

- i. Provide guidance to stakeholders on the ethical behaviors to be expected from the Group;  
and
- ii. Communicate, measure and monitor its values and performance designed to achieve objectives and to instill values.

### **2. The Principles of Our Code of Conduct**

We are responsible to:

- i. Our Customers, by constantly striving to improve our quality and competitiveness of our development ethically and responsibly in order to serve our clients better.
- ii. Our Contractors, business associates and partners, subject to their adherence to the universal principles of good conduct, by allowing them to make a fair profit.
- iii. Our Employees, by creating safe, healthy and secured working environments free from any form of danger and sexual harassment, acknowledging their dignity and recognizing their merit and providing fair remuneration and career for those who qualified and perform.
- iv. Our Communities, by embracing social equity and diversity, complying with regulatory requirements and supporting good causes and charities.
- v. Our Environment, by preserving and protecting the environment and natural resources to ensure sustainability.

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- vi. Our Shareholders, by upholding our code of conduct in conducting our business and creating wealth and rewarding them.
  
- vii. Our Stakeholders, by not accepting and giving any favors, rewards and benefits with an intention to corrupt and to bribe for improper gain and advantage.

### **3. Board's Responsibility**

The Board should periodically review the code of conduct and to ensure implementation of appropriate communication channel to receive feedbacks and appropriate internal systems to support, promote and strengthen the awareness of the code of conduct and to ensure compliance of this Code by its executives when making their business and operation decisions.

### **4. Management's Responsibility**

Management should ensure this Code is readily available to all staff members and communicate the Code with staff members periodically to reinforce its importance and relevance.

In making operational and business decisions, the management is responsible to the Board to observe the principles of this Code. Management shall ensure their action consistent with the spirit of this Code and promote good culture of ethics when interacting with all stakeholders of the Group.

### **5. Documentation**

Copy of the approved Code of Conduct shall be included in Employee Handbook. All employees are required to read and familiarize themselves with the Code and acknowledge their understanding and compliance with the Code annually during their employment with the Group.

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### **6. Reporting of Violations**

Any employee who knows of, or suspects a violation of the principles of the Code is required to report the incidence to [skb@whistleblower.com.my](mailto:skb@whistleblower.com.my) .

All reports or complaints would be treated with strictest confidence and individual will not be discriminated against or suffer from any act of retaliation for reporting any violations in good faith.

### **7. Corporate Disclosure Requirement**

Copy of the Board's approved Code of Conduct shall be published in the corporate website.