



## Supplier Code of Conduct

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### Introduction

Protasco Berhad (hereinafter referred to as “the Group” or “Group”) is committed to conducting its business operations with integrity, transparency, and respect for human rights and the environment. This Supplier Code of Conduct outlines the expectations and standards required of our suppliers. It is essential that all suppliers within our Business Unit (BUs) comply with these guidelines in their operations and projects to uphold the values and reputation of the Group.

### 1. Compliance with Laws and Regulations

Suppliers must comply with all applicable local, national, and international laws and regulations in the countries where they operate. This includes, but is not limited to, laws relating to labour, health and safety, the environment, and anti-corruption.

### 2. Labor Practices

#### a. **Child Labor**

Suppliers shall not employ workers under the legal working age as defined by local laws.

“child” means any person who has not completed his fifteenth year of age;  
“young person” means any person who, not being a child, has not completed his eighteenth year of age;  
(Children and Young Persons (Employment) Act 1966)

No child under the age of 15 or in between the age range of 15 to below 18 need to be engaged in any sort of labour force or employment. However, under permission and supervision, the individual can work not more than 6 days a week. In case of child employee, the work hour must not be more than 6 hours in a day a week. In case of a child employee, the work hour must not be more than 6 hours in a day.

Under Factories and Machinery Act 1967, engagement of child labours in the factory environment or handle factory machineries and electronics are prohibited.

***Note:*** suppliers must follow all the relevant Malaysian laws regarding child or young workers.

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**b. *Forced Labor***

Suppliers must ensure that all work is voluntary. There shall be no use of forced, bonded, or indentured labour, and workers should be free to leave employment after reasonable notice.

**c. *Working Hours and Wages***

Suppliers must comply with applicable laws regarding working hours and wages. Workers should be paid at least the minimum wage required by local law and should receive all legally mandated benefits.

**d. *Non-Discrimination and Fair Treatment***

Suppliers shall not discriminate in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age. Harassment, abuse, or any form of corporal punishment is strictly prohibited.

**3. Health and Safety**

Suppliers must provide a safe and healthy working environment. This includes taking adequate steps to prevent accidents and injury, ensuring workers have access to clean drinking water and sanitary facilities, and providing appropriate safety training and protective equipment.

**4. Environmental Responsibility**

Suppliers must comply with all applicable environmental laws and regulations. They should strive to minimise their environmental footprint by adopting sustainable practices, such as reducing waste, conserving resources, and mitigating pollution.

Products and services provided to the Group and its BUs should include options that offer reduced environmental impact by utilising environmentally sound technologies, processes, and sustainable materials, etc.

**5. Ethical Business Practices**

**a. *Anti-Corruption***

Suppliers must conduct their business without engaging in corruption, bribery, extortion, or embezzlement. They must adhere to all applicable anti-corruption laws and regulations.

**b. *Fair Competition***

Suppliers shall uphold standards of fair business, advertising, and competition. They must avoid engaging in anti-competitive practices.

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### **c. Confidentiality**

Suppliers must respect the confidentiality of all non-public information entrusted to them by the Group or its BUs and its clients, except where disclosure is required by law.

### **6. Monitoring and Compliance**

The Group and/or representative from the BUs reserves the right to monitor and audit suppliers to ensure compliance with this Code of Conduct. Suppliers are expected to provide reasonable cooperation during such audits and promptly address any non-compliance issues identified.

The Group may conduct annual online supplier survey to confirm compliance with this Supplier Code of Conduct.

### **7. Reporting Concerns**


Suppliers must have mechanisms in place to allow employees to report concerns or potential violations of this Code of Conduct confidentially and without fear of retaliation. Suppliers must promptly investigate and address any reported concerns.

### **8. Continuous Improvement**

Suppliers are encouraged to continuously improve their operations and practices in line with the principles outlined in this Code of Conduct. The Group and or its BUs are committed to working collaboratively with its suppliers to achieve higher standards of ethical, social, and environmental performance.

By entering into a business relationship with the Group or its BUs, suppliers acknowledge and agree to comply with this Supplier Code of Conduct. Non-compliance may result in the termination of the business relationship.

The Group expects all suppliers within the BUs to adhere to the standards set forth in this Supplier Code of Conduct. By doing so, suppliers contribute to the integrity and sustainability of our business operations and projects, ensuring mutual success and upholding our shared values.

Endorsed By:	 ..... Dato' Ir. Kenny Chong Ther Nen	Date: 25th May 2024
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