



## **ANTI-BRIBERY AND CORRUPTION POLICY**

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### **1.0 COMMITMENT**

- 1.1 The Company and its subsidiaries (“the Group”) are committed to conducting its business dealings with integrity.
- 1.2 The Group has adopted a zero-tolerance approach against all forms of bribery and corruption and takes a strong stance against such acts.
- 1.3 All Employees (including full time, probationary, contract and temporary staff) of the Group (“Employees”) and Directors of the Group (“Directors”) are required to be committed to acting professionally and with integrity in all their business dealings. They must not offer/promise/give bribe to anyone and/or request/agree to accept/take bribe from anyone.
- 1.4 No Employee will suffer demotion, penalty or other adverse consequences in retaliation for refusing to pay or receive bribes or participate in other illicit behaviour, even if such refusal may result in the Group losing business, not meeting the targets or experiencing a delay in business operations.
- 1.5 The Group is committed to take all necessary measures to ensure that our businesses do not participate in corrupt activities.

### **2.0 OBJECTIVES**

- 2.1 The Group’s Anti-Bribery and Corruption Policy (“the Policy”) sets out the Group’s position on bribery and corruption in all its forms that might confront the Group in its day to day operations.
- 2.2 The purpose of the Policy is to provide information and guidance to the Directors and Employees and persons associated with the Group (“Associates”) concerning how to prevent and to deal with bribery and corruption and related issues that may arise in the course of business.
- 2.3 The Policy is not intended to be exhaustive, and there may be additional obligations that Directors, Employees and Associates are expected to adhere to or comply with when performing their duties. They shall always observe and ensure compliance with all applicable laws, rules and regulations to which they are bound to observe in the performance of their duties.
- 2.4 The Policy leverages the core principles set out in the Group’s Code of Conduct, and shall be read in conjunction with the Group’s Whistleblowing Policy, the Malaysian Anti-Corruption Commission Act 2009 and the Malaysian Anti-Corruption Commission (Amendment) Act 2018, as amended from time to time and any re-enactment thereof (collectively referred to as “MACC Act”).



### 3.0 APPLICATION AND SCOPE OF POLICY

- 3.1 The Policy is applicable to all Directors, Employees and Associates.
- 3.2 The Policy also applies to its business dealings with commercial (private sector) and Government (public sector) entities, and includes interactions with their directors, personnel, agents and other appointed representatives at all levels.
- 3.3 All Employee shall read and understand the Policy. Violation of any of the Policy's provision may result in disciplinary action, up to and including termination of employment.
- 3.4 All Employees, Directors and Associates shall not directly or indirectly offer, give, receive or solicit any item of value, in the attempt to illicitly influence the decision or actions of a person in a position of trust within an organisation, either for the intended benefit of the Company or persons involved in the transaction.
- 3.5 Joint venture companies in which the Company has no controlling interest are encouraged to adopt similar principles in the Policy. Other Associates are expected to comply with the Policy in relation to all works conducted with and/or on behalf of the Group.
- 3.6 Bribery and corruption may take the form of anything of value, such as money, goods, services, property, privilege, employment position or preferential treatment.

### 4.0 DEFINITIONS

Associates - Joint ventures, joint ventures partners, partners, consortium partners, advisers, agents, clients, customers, vendors, suppliers, distributors, intermediaries, contractors, consultants and any other third party service providers or persons who perform services for or on behalf of the Group.

Bribery - Any action which would be considered as an offence of giving or receiving "gratification" under MACC Act.

In practice, this means offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is illegal, unethical or a breach of trust.

Corporate Gift - Something given from one organisation to another, with the appointed representatives of each organisation giving and accepting the gift.

Corporate gift may also be promotional items given out equally to the general public at events, trade shows and exhibitions as a part of building the Company's brand.



The gifts are given transparently and openly, with the implicit or explicit approval of all parties involved.

Corporate gifts normally bear the Company name and logo and are of nominal value.

Examples of corporate gifts include items such as diaries, table calendars, pens, notepads, plaques, hats, aprons, seafoods, meats, produce, table eggs and festive gifts such as hampers, oranges and dates.

Corruption - The abuse of entrusted power for personnel gain.

For the purpose of the Policy, corruption is defined primarily as any action which would be considered as an offence of giving or receiving “gratification” under the MACC Act (defined above as “Bribery”). In addition, corruption may include acts of extortion, collusion, breach of trust, abuse of power, trading under influence, embezzlement, fraud or money laundering.

Gratification -

- (a) Money, donation, gift, loan, fee, reward, valuable security, property or interest in property, whether movable or immovable, financial benefits, or any other similar advantage;
- (b) any office, dignity, employment, contract of employment or services and agreement to give employment or render services in any capacity;
- (c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- (d) any valuable consideration of any kind, any discount, commission, rebate, bonus, deduction or percentage;
- (e) any forbearance to demand money or money’s worth or valuable thing;
- (f) any other service or favour of any description, including protection from penalty or disability incurred or apprehended or from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted, and including the exercise or the forbearance from the exercise of any right or any official power or duty; and
- (g) any offer, undertaking or promise, whether conditional or unconditional, of any gratification within the meaning of any of the preceding paragraphs (a) to (f).



Public Bodies - Includes the Government of Malaysia, State Government, any local and other statutory authority, national or state department, registered societies, registered sports bodies, registered trade unions, registered company or subsidiary of any public bodies.

Public Officials - Includes officers to Public Bodies.

## 5.0 GIFTS, ENTERTAINMENT AND HOSPITALITY

5.1 The Group does not prohibit gifts, entertainment and hospitality ("GEH") as long as there are reasonable, appropriate, modest, transparent and bona fide.

5.2 As a general principle, Directors and Employees should not accept or give a gift to a third party if it is made with the intention of influencing the decision of the third party so as to obtain or retain business, or in exchange for favours or benefits of the Group or of personal benefits or privilege.

5.3 Lavish or unreasonable GEH should not be accepted as such GEH may be perceived or interpreted as attempts by the Directors and Employees to obtain or receive favourable business treatment for personnel benefits. Hence, the intention behind the GEH should always be considered.

5.4 Directors and Employees must comply with all applicable policies in all countries in which the Group operates and also conforms to the recipients' rules. Giving or receiving of GEH shall not be frequent between the giver and recipient, and the value is not disproportionate to the occasion.

5.5 Records such as the value, purpose of the GEH shall be kept and reviewed by the Management.

5.6 Some examples of acceptable GEH are as follows:

- ♦ Corporate Gifts including token gifts given to all participants and attendees in the Group's official functions, events, celebrations, conference and seminars.
- ♦ Gifts to Employees and Directors and their family members in relation to the Group's functions, events and celebrations.
- ♦ Exchange of gifts at the company-to-company level such as an official company visit.
- ♦ Refreshments or meals during meetings, business purpose or work-related conferences or seminars.

## 6.0 DONATIONS AND SPONSORSHIP

6.1 The Group is committed to perform its Corporate Social Responsibility by contributing to the wellbeing of the people and nation in Malaysia and countries where it operates its businesses.



- 6.2 Charitable supports, donations and sponsors (“Charitable Contributions”) are encouraged, whether of in-kind services, time or financial contributions. Prior approvals of Head of Departments for all Charitable Contributions are required. The records of all Charitable Contributions shall be kept under the Branding and Communications Committee, and accurately shown in accounting books.
- 6.3 Employees must make ensure that Charitable Contributions are allowed by applicable laws in the countries where it operates, and must be careful to ensure that such contributions are not used as a scheme to conceal bribery.
- 6.4 Employees must look out for the following red flags when considering giving Charitable Contributions:
- ♦ The proposed recipient has affiliations with a Public Official or their relatives.
  - ♦ Contribution are made on behalf of a Public Official.
  - ♦ The proposed recipient is based in a high risk country or the activity takes place in a high risk country.
- 6.5 If any doubt as to whether a Charitable Contribution or social benefits is appropriate, consult the Branding and Communications Committee.

## **7.0 POLITICAL CONTRIBUTIONS**

- 7.1 The Group does not encourage making political contributions to political parties, political party officials or candidates for political office, either in monetary or in-kind.
- 7.2 If any contribution is made, it must be permissible under applicable laws and approval of Managing Director. The contribution must not be made with any promise or expectation of favourable treatment in return, and must be accurately reflected in the Company’s accounting records.

## **8.0 FACILITATION PAYMENTS**

- 8.1 The Group adopts a strict stance that disallows facilitation payment and “kickbacks”.
- 8.2 “Facilitation Payments” is unofficial payments or other advantages made to secure or expedite the performance of a routine or administrative duty or function by Public Official. “Kickbacks” are typically payments made in return for a business favour or advantage.
- 8.3 Employees must refuse any request for a facilitation payment, and shall notify their immediate superior immediately when encountered with any requests for a facilitation payment. They must ensure that the payment has been recorded transparently and in details.



- 8.4 However, there could arise circumstances in which the Directors or Employees have no alternative but to make facilitation payment in order to protect themselves from injury, loss of life or liberty. Any request for facilitation payment under such circumstances should be reported immediately to their immediate superior.

## **9.0 DEALING WITH ASSOCIATES AND THIRD PARTIES**

- 9.1 All Associates and third parties should be made aware of the Policy, and to ensure that their values and principles are consistent with the Group.
- 9.2 Appropriate due diligence shall be conducted to assess the integrity of prospective business counterparties. The Group shall not enter into any business dealings with Associates and third parties which are reasonably suspected of engaging in improper business practices, bribery or corruption. Due diligence may include search through relevant databases, checking for relationships with Public Officials, and self-declaration. Reasons for choosing one particular Associate must be documented and retained.
- 9.3 The Group shall endeavour to include standard clauses in all contracts with Associates, enabling the Group to terminate the contract in the event that bribery and/or corruption has been proved to occur/observed.
- 9.4 If suspicious of bribery or corruption arises in the dealings with any Associate, the Group shall seek an alternative provider of the services/goods.
- 9.5 In circumstances where the Company has no controlling interest, such as joint ventures, Associates are encouraged to adhere to the Policy. In relation to all works conducted with and/or on behalf of the Group, Associates are expected to comply the Policy.

## **10.0 DEALING WITH PUBLIC OFFICIALS**

- 10.1 The Group strives to build transparent and fair relationships with Public Officials.
- 10.2 When offering and/or accepting any GEH and Charitable Contributions to/from Public Officials, appropriate actions must be taken, such as to comply with applicable laws and regulations of bribery and corruption in all countries in which the businesses operates, obtain approval of Head of Departments for all offer and/or acceptance of any GEH and Charitable Contributions, and declared it in the register.

## **11.0 RECRUITMENT OF EMPLOYEES**

- 11.1 The process of recruitment of employees in the Group shall be based on eligibility criteria, such as providing equal opportunity for competent individuals with various backgrounds, and all rights, entitlements and benefits given to the qualified individuals are reasonable in value.



- 11.2 In addition to ensuring that no element of corruption is involved in the hiring of employees, proper background checks should be conducted, where applicable, in order to ensure that the potential employee has not been convicted in any bribery or corruption case nationally or internationally.
- 11.3 Offers of employment should not be given in exchange for any benefit received for the Group or for personal benefit or seek an unfair advantage in any business negotiation or as an inducement for future business.

#### **12.0 WHISTLEBLOWING POLICY: REPORTING OF VIOLATIONS AND COMPLAINT OF DETRIMENTAL TREATMENTS**

- 12.1 An Employee who knows of, or suspects, a violation of the Policy, shall promptly report their concerns confidentially through the guidelines set out in the Whistleblowing Policy, which is made available on the Company's website at [www.cck.com.my](http://www.cck.com.my). All reports made will be treated confidentiality.
- 12.2 No individual will be discriminated against or suffer any sort of retaliation for raising genuine concerns or reporting in good faith on violations or suspected violations of the Policy, even if such refusal results in loss of business opportunities to the Company or the Group.
- 12.3 Any Employee who fails to report known or suspected violations may be subject to disciplinary action, up to and including termination of employment. Any person who knows and fails to report an act of giving and offering of gratification commits an offence under MACC Act.
- 12.4 Any person who suffers any detrimental treatment as a result of reporting concerns under the Policy in good faith or refusing to take part in bribery or corruption, should raise the matter by following the procedures set out in the Whistleblowing Policy.

#### **13.0 TRAINING AND AWARENESS PROGRAMMES**

- 13.1 Employees shall be provided with anti-bribery and corruption training and awareness programmes. Associates shall also undergo appropriate training.
- 13.2 Training Department together with respective Head of Departments will be responsible to ensure continuous efforts be taken to communicate, train and educate all Employees and Associates.
- 13.3 Records pertaining to training, education and communication programmes are kept and maintained by Training Department.



## 14.0 RESPONSIBILITIES OF EMPLOYEES AND ASSOCIATES

14.1 Employees and Associates shall responsible for the understanding and complying with the Policy, and carry out their responsibilities and obligations relating to the Group's anti-bribery and corruption stance, which includes the following:

- ♦ Be familiar with applicable requirements of the Policy and communicate them to their subordinates.
- ♦ Promptly record all transactions and payments made and/or received accurately and in detail.
- ♦ Always raise suspicious transactions to immediate superiors for guidance on next course of action.
- ♦ Promptly report violations or suspected violations through procedures of the Whistleblowing Policy made available on the Company's website at [www.cck.com.my](http://www.cck.com.my).
- ♦ Attend awareness programmes and training organised by the Group.
- ♦ Not to make any attempt at dishonestly, directly or indirectly, by offering, promising or conferring advantage, in cash or in-kind.
- ♦ Not to exert improper influence, directly or indirectly, to obtain personal benefits from others.
- ♦ Not to use their positions, official working hours, the Group's resources and assets, or information available to them for personal gain/advantage or to the Group's disadvantage.
- ♦ Avoid situations in which personal interest could conflict with their professional obligations or duties.

## 15.0 RECORD-KEEPING

15.1 Employees must declare all GEH accepted and/or offered to their Head of Department for recording into a register.

15.2 Employees must also ensure that all payments made to and/or received from Associates and/or third parties in the usual course of business relating to GEH must be approved by the Head of Department, and reason for such expenditure must be recorded, as these will serve as an evidence that such payment are bona fide, and not linked to corruption or unethical conduct.

15.3 All accounts, invoices, documents and records relating to dealings with Associates and third parties shall be maintained with accuracy and completeness.



## 16.0 STAFF DECLARATIONS

- 16.1 All Employees shall certify in writing that they have read, understood and will abide by the Policy. A copy of the declaration shall be documented and retained by the Human Resource Department for the duration of the Employee's employment.
- 16.2 The Risk Management Committee ("RMC") reserves the right to request for information regarding an Employee's assets in the event that the person is implicated in any bribery and corruption related accusation or incident.

## 17.0 ANTI-BRIBERY AND CORRUPTION COMPLIANCE FUNCTION

- 17.1 The Board of Directors shall establish and maintain an anti-bribery and corruption compliance function within the RMC, to oversee the implementation of anti-bribery and corruption compliance control.
- 17.2 RMC shall perform functions below, equipped to act effectively against bribery and corruption:
- ♦ Conduct regular risk assessments to identify the bribery and corruption risks potentially affecting the Group.
  - ♦ Take appropriate steps to ensure that adequate monitoring, measurement, analysis and evaluation of the bribery and corruption risks is performed.
  - ♦ Undertake ad-hoc measures based on the circumstantial requirement that presents during the course of operations.
  - ♦ Initiate investigations based on reasonable cause for suspicion.
  - ♦ Report the process, investigations and recommendations to the Board of Directors for appropriate actions.
  - ♦ Assess the effectiveness of the controls to mitigate the bribery and corruption risks.
- 17.3 Appropriate resources shall be provided for effective operation of the anti-bribery and corruption programme and that the RMC is staffed with persons who have the appropriate competence, status, authority and independence.
- 17.4 Any actions or activities suspected of being criminal in nature will be reported to police or other relevant authorities.
- 17.5 The Directors and Employees are obliged to understand and comply with the MACC Act.
- 17.6 Seeking to work with companies (private and public sectors) which have similar commitment in anti-bribery and corruption are likely to improve the integrity of the Group's operating environment.



## **18.0 SANCTIONS FOR NON-COMPLIANCE**

- 18.1 Non-compliance identified through risk assessment undertaken shall be reported to the Board of Directors in a timely manner in accordance with the level of risk identified.
- 18.2 Any identified and proven bribery or corruption incidents shall be notified to the relevant regulatory authorities. Full co-operation shall be given to the regulatory authorities, including further action that such regulatory authorities will take against the convicted Employees.
- 18.3 For Employees, non-compliance may lead to disciplinary action, up to and including termination of employment. Legal action may also be taken in the event that the Group's interests have been harmed as a result of non-compliance.
- 18.4 For Associates and external parties, non-compliance may lead to termination of contract, up to and including legal action in the event that the Company's interests have been harmed by the result of non-compliance.

## **19.0 MONITORING**

- 19.1 The Board of Directors shall be responsible for overseeing the process of reviewing the effectiveness of the anti-bribery and corruption programme and ensure that the Policy and procedures remain relevant and adequate.
- 19.2 Report of findings and recommendations for improvements shall be submitted to the Board of Directors periodically for appropriate action to be taken.