



BUSINESS PARTNER CODE OF CONDUCT

Ken Prima Cosmeceuticals Sdn. Bhd. are committed to conduct business in ethical and socially responsible manner by developing its operations while simultaneously improving the environment and uplifting the socioeconomic condition of its employees. As part of this commitment, the Company expect the business partner to provide the employees a fair and safe working environment while also maintaining environmentally compliance manufacturing process. The Company expect all of the business partner to adhere to this Code and to ensure these requirements are met within the supply chain. The Company is also expected all of the business partner are committed to comply with any related law, legislation and regulatory process and procedure through continuous improvement of process and management system

A. Labour Standards

1. No Forced Labour

The business partner shall not engage, employ or support any forced, bonded, indentured, human trafficking labour and shall take appropriate measures to prevent it. Employees are not required to lodge their identity papers with the employer. The foreign workers shall be not charge with recruitment fees at any stage of recruitment.

2. No Child Labour

The business partner shall not engage, employ or support the use of child labour. Remedial action with appropriate follow up action shall be applied if any child labour case is discovered to protect the welfare of the child and remaining quality education until no longer a child.

3. Working Hours

The business partner shall ensure that the working hours comply with the national legislations and client requirement. The overtime shall be voluntary basis and the employees have at least one day rest in every seven days period. Overtime shall always be compensated at a premium rate as per national laws.

4. Fair Remuneration

The business partner shall ensure all employees are paid wages equal to or exceeding minimum wage requirement and are covered for work-related illness and injuries. In any circumstances, wages are not deducted for disciplinary reason and all disciplinary measures should be recorded.

5. Freedom of Association

The business partner shall recognize and respect the right of employees to form and join trade union of their choice subject to the provision of relevant national legislations. The employees shall be given the opportunity to communicate openly or express their feedback regarding their welfare, workplace and working condition to the employer without fear.

6. Human Treatment

The business partner shall not tolerate any form of harassment and violence. Harassment includes any form of unwelcome conduct towards another person that has the purpose or effect of creating an intimidating, hostile or offensive work environment for that person.

7. Non-Discrimination

The business partner shall ensure equal opportunities in the workplace. All decision to hiring, remuneration, access to training, promotion, termination and retirement shall be made based on the job requirement and individual qualifications without regards to race, religion, gender or any other conditions that could give rise to discrimination.

8. Protection of Pregnant Women

The business partner shall ensure the comfort and safety of work for pregnant women in the workplace. They shall not be discriminate in term of hiring, termination, promotion etc. A safe and private place will be allocated for the female employee to pump breast milk at work during any reasonable breaks.

B. Business Ethic Standards

1. Anti-Corruption & Bribery

The business partner shall not tolerate any form of corruption, bribery extortion and embezzlement either direct or indirect benefits in term of money, inappropriate gifts, invitation, entertainment or other unfair advantages intended to achieve favouring or to manipulate.

2. No Improper Advantage

The business partner shall not offer, give, solicit, authorize or accept bribes or improper advantage in order to achieve business or personal advantages for themselves or others or engage in any transaction that be construed as having contravened the anti-corruption law.

3. Conflicts of Interest

The business partner requires all of the employees to maintain high ethical standards in handling conflicts of interest. A declaration shall be made to the respective superior of any relationship with persons whom Company does business with in order to avoid conflict of interest.

4. Disclosure of Information

The business partner shall not disclose information that is not known to the general public for personal gain or the benefits of anyone other than the Company. Employee shall adhere to relevant laws and Company regulations with respect to personal data especially the customers, employees and shareholders.

5. Intellectual Properties

The business partner assets and resources should be used properly and only for the intended purposes. Assets include locations, equipment, financial facilities, trade secrets, patents and trademarks. Employees must protect the assets from loss, damage, misuse or theft.

6. Fair Business and Competition

The business partner committed to free enterprise and fair competition. None of the employees may engage in any form of communication with a competitor that attempts to share sensitive business information, boycott certain customers, agree or control the prices or limit output or sale of any products or the scope of any service.

7. Whistleblowing Policy

The business partner shall protect any reporter of which providing information to unethical business behaviour happened in the business. The whistleblowing policy creates a safe and confidential environment for employee to make such report. The whistle-blower shall be protected against reprisals or retaliation and immunity from disciplinary action. Any whistleblowing reports shall be made via email: compliance@kenprima.com or contact no. : **04-507 2057 (Compliance Team)**

7.1 Reporting Format

Reporting shall be made in writing by filling in the Report Form in Appendix I. The completed Report Form should be sent to the Compliance Audit Committee (as the case may be) at No. Plot 22, Lorong Perusahaan Maju 2, Prai Industrial Estate Phase 4, 13600 Prai, Penang, Malaysia in a sealed envelope clearly marked "Strictly Private and Confidential – To be Opened by Addressee Only", or via email to (in case of the Compliance Audit Committee) compliance@kenprima.com. Business partner should ensure all the attachments to the email shall have password in order to ensure confidentiality. Business partner is required to disclose identity. Anonymous disclosure would in general not be considered. Any person who seeks to prevent a communication of malpractice or impropriety concern, or to impede any investigation will be subject to disciplinary proceedings which may result in dismissal.

KEN PRIMA COSMECUTICALS SDN BHD

WHISTLEBLOWING REPORT FORM

Informant's Particulars	
Name:	Telephone No.:
Staff No.:	E-mail:
Incident to be reported <i>(please supply as much information as possible on the particulars of the incident to be reported and use a separate sheet if the space provided is insufficient)</i>	
Time and Place:	
Person(s) involved:	
Details of the incident:	
Please state the supporting documents, witnesses or evidence to substantiate your disclosure (if any) to facilitate investigation. You may also attach the relevant documents.	
<p>The informant hereby confirms that he/she is willing to give a statement in respect of the incident stated in this report (the "Incident"). The informant understands that all personal data submitted by him/her will only be used for purposes which are directly related to the Incident and may be transferred to parties who will be involved in (i) the processing and/or investigation of the Incident; (ii) the undertaking and/or conduct of disciplinary proceedings; and/or (iii) law enforcement. The informant shall have the right to request access to and correction of his/her personal data submitted in this report. The informant hereby declares that all information given herein is made voluntarily and true to the best of his/her knowledge, and he/she will ensure that his/her participation will be kept confidential</p>	
Signature:	Date: