



Tan Chong Motor Holdings Berhad
(Incorporated in Malaysia)
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TAN CHONG MOTOR HOLDINGS GROUP SUPPLIERS' CODE OF CONDUCT ("SCOC")

FOREWORD

Conducting business in an ethical and sustainable way is a fundamental policy to Tan Chong Motor Holdings Berhad and its group of companies ("TCMH Group").

As such, this Suppliers' Code of Conduct ("SCOC") is created to cater for TCMH Group's appointed suppliers who provide services within the premises of TCMH Group (collectively, "Suppliers") to ensure that the way businesses are conducted throughout the whole of TCMH Group's supply chain conform to TCMH Group's standards.

As a Supplier, you should comply with this SCOC and also ensure that the practices and principles outlined in this SCOC are cascaded to your employees and sub-contracted parties. Following this, TCMH Group will and continue to audit and assess the Suppliers's compliance to this SCOC.

TCMH Group may amend this SCOC at any time and from time to time by publishing the amended SCOC at TCMH Group's Website (<https://www.tanchonggroup.com/corporate-integrity>) or in such other manner as TCMH Group may notify the Suppliers.

REPORTING OF IMPROPER ACTIVITIES

Integrity has been a cornerstone of TCMH Group business since it was founded in 1957. Therefore, any employees or sub-contractors of the Suppliers shall report anonymously and confidentially on any concerns in relation to the Suppliers:

- (i) questionable act or possible violation of this SCOC to TCMH Group and/or corrupt practices regardless whether perceived or actual in good faith through the following channels:

Hotline: 1800-888-245

Email: compliance@tanchonggroup.com

Additional channels for reporting of the Suppliers' corrupt practices regardless whether perceived or actual by way of text message via the Compliance online "Hotform"



CODE OF CONDUCT

The Suppliers commit must comply with all the regulatory requirements, amongst others:

The Suppliers shall respect the contractual agreements, information confidentiality, intellectual property and comply with the Personal Data Protection Act 2010 (“PDPA”) in relation to the personal data (as defined in the PDPA 2010).

Labour Practices

The Suppliers’ full-time or permanent employees, part-time employees, employees on probation, trainees and interns, employees on secondment and personnel on fixed-term contracts (“Employees”) shall not be below the applicable minimum statutory age of employment of the relevant laws and regulations.

All works should be performed by *its Employees* on a voluntary basis and not under threats of penalty or coercion. Forced labour, including bonded, trafficking, indentured or prison labour, is strictly prohibited.

Employees must be treated with respect and dignity; free of emotional, verbal and physical abuse.

Moreover, Employees must not be subjected to discrimination in hiring, compensation or discipline, on the basis of gender, age, religion, marital status, race, sexual orientation, disability, disease, nationality, pregnancy, or trade union and/or political affiliation.

Employee compensation including wages, overtime pay, benefits and paid leave: The Suppliers must comply with all applicable laws and regulations on wages including but not limiting to those relating to minimum wages, overtime hours and legally mandated benefits.

Working hours: The Suppliers should comply with the applicable laws and regulations on working hour requirements. All overtime must be voluntary and mutually agreed between the Employees and the Suppliers, and compensated at such rate in compliance with the applicable laws and regulations. Employees should be given the number of rest days as provided under the applicable laws and regulations.

Suppliers must respect the right of employees to freedom of association and collective bargaining as permitted by law.

Ethical Conduct

TCMH Group strives to maintain high standards of ethical conduct and corporate responsibility and seek to influence its Suppliers to operate on similar high standards as TCMH Group.

The Suppliers must operate with high standards of ethical conduct and corporate responsibility. The Suppliers shall and shall educate and ensure its Employees not to be involved in any corruption, extortion, bribery, fraud, false declarations, theft, abuse of power, money laundering, counterfeiting or insider trading.

Safe places to work

TCMH Group is committed to a zero harm approach in terms of the health and safety of its employees, contractors, tenants and visitors to its premises.

The Suppliers must:

- (i) comply with all applicable laws and regulations with regard to occupational health and safety;
- (ii) have adequate measures, systems, protections and conduct training with regard to Employees health, safety and well-being.

Environmental Protection

The Suppliers shall actively work to improve the environmental in the course of performing their operations or providing goods and/or services to TCMH Group. These include but not limited to adhering to environmental laws and practices, implementing measures to mitigate adverse environmental impacts and to improve material and resource efficiency, reduce waste and prevent pollution.

Responsibility, Transparency and Accountability

The Suppliers must be transparent in their policies, processes, and standards which govern their operations and which are related to their compliance with this SCOC.