




## **TH PROPERTIES SDN BHD**

(Company Registration No: 198001010120 (63904-D))

# **CODE OF CONDUCT AND BUSINESS ETHICS VERSION 0/2023**


This CoBE is applicable to TH Properties Sdn Bhd and Subsidiaries

Approved by Board of Directors on 01<sup>st</sup> November 2023

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## **1.0 INTRODUCTION**

### **1.1. THE BASIC BELIEF**

TH Properties Sdn Bhd and its group of companies (known as TH PROP) is a subsidiary of Lembaga Tabung Haji, a leading Islamic Financial Institution in Malaysia. TH PROP follows the belief that the company cultivates integrity and manages the organization's governance based on Shariah compliance in its business operations.

TH PROP believes consistency and transparent business conduct with integrity will create loyalty and trust from all stakeholders in TH PROP and the community.

### **1.2. THE OBJECTIVE**

In the best interests of TH PROP, this Code of Business Ethics (CoBE) based on the values charter, representing the company's commitment to maintaining ethical business practices and integrity.

This code is a guide that outlines acceptable behaviour and unacceptable behaviour from a legal and ethical perspective in conducting TH PROP's business.

The existence of this Code of Ethics is important in assisting TH PROP in identifying and managing ethical issues as well as in fostering a culture of values that TH PROP has outlined in accordance with TH PROP's vision and mission.

### **1.3. WHO SHOULD COMPLY WITH THE COBE**

All TH PROP members and its group of companies must comply with the principles and requirements of this code and take reasonable steps to ensure that other individuals or groups acting on behalf of TH PROP, including contractors, agents, consultants and other business partners, follow this code.

### **1.4. RESPONSIBILITY, COMPLIANCE AND ACCOUNTABILITY**

#### **1.4.1 TH PROP Members**

As one of the conditions of service with TH PROP, all members must accept the responsibility of complying with the policies stated in this CoBE. Any policy violation will be subject to disciplinary action, including suspension or termination of service with cause or other appropriate legal action if applicable.

All members who encounter a conflict or become aware of violating this policy should first report it to the Management. The Management can seek guidance from the Governance Department's office on whether there is a conflict of interest.

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No action will be taken against anyone who make such reports in good faith. However, it is not appropriate to file a complaint or a report, knowing it to be false. The identity of the member who disclosed the information will be kept confidential unless such disclosure is required for the purposes of investigation.

#### **1.4.2 Involving TH PROP Customers**

All members shall:

- Maintain the integrity of our services, ensuring high quality and punctuality at reasonable prices. TH PROP will always strive to ensure that there is no compromise in the quality of TH PROP's service.
- Ensure all inquiries and complaints by customers are handled professionally, quickly, and politely.

#### **1.4.3 Involving TH PROP Suppliers, Vendors, Contractors, Consultants & Professionals Entities**

All members shall:

- Deal with suppliers based on fair and ethical trading principles at every stage or level. Will exercise purchasing power fairly and make timely payments.
- Never ask for or accept any type of rewards.

#### **1.4.4 Involving Authorities or Government Body**

All members shall:

- Strive to form and maintain ethical professional relationships with the government and its agencies, as well as its officials.
- Support government policy in developing the country's reputation regarding integrity in business, professionalism, social and family life.
- Not involved in harming the good name of the government, its agencies, or its officials.

#### **1.4.5 Involving Local Communities**

All members are committed to bring positive changes in the community and will always prioritize the goal of contributing together to improve the quality of community life and economic development of the community.

### **1.5. GOVERNANCE DEPARTMENT**

#### **1.5.1 The Functions and Responsibilities of The Governance Department Include:**

- a) Ensure that all members and Management know the company's ethical procedures and policies.
- b) Assisting the Management to improve the ethical culture in the

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- organization by establishing appropriate procedures and systems.
- c) Answer inquiries from members and assist in explaining concerns and dilemmas encountered by TH PROP members.
  - d) Identify practices in the organization that can be questioned and bring to the knowledge of the Board of Directors.
  - e) Assist in develop and implement the concept of an Audit & Risk Management Committee that is able to act independently in the organization.
  - f) Help other members resolve ethical and moral dilemmas related to their work.
  - g) Present an example of best ethical practice to the Board of Directors and all members.

### 1.6. REVIEW

This code may be reviewed, changed, and updated occasionally in line with any new developments in business practices and legal requirements. Therefore, the Board of Directors, senior officers and members of TH PROP and its subsidiaries are required to comply with and practice this Code of Business Ethics.

## 2.0 DEFINITION

<b>All Members</b>	Members of TH PROP and its subsidiaries, including the Board of Directors, senior managers, managers executives, non-executives, secretaries, or individuals who work directly or indirectly.
<b>Asset</b>	Assets include tangible assets or/and intangible assets controlled by TH PROP and arising from past transactions or events. Assets are expected to provide future economic benefits to the company.
<b>Ethic</b>	Ethics refers to a standard of conduct that shows how to behave correctly based on moral obligations and goodness arising from the principle of what is right and wrong. Ethics involves two aspects, which are the ability to distinguish right from wrong and the commitment to do the right thing.
<b>Code Of Conduct and Business Ethics (CoBE)</b>	Refers to the set of rules and policies that will govern the conduct of business and the relationship of the Board of Directors, senior officers and members of TH PROP and its subsidiaries.
<b>Board Of Director</b>	The Board of Directors covers all Independent and Non-Independent Directors, Executive and Non-Executive Directors in TH PROP and/or its Subsidiaries and shall also include Alternate Directors.
<b>Proprietary Information</b>	Proprietary information is information owned by a person

	<p>or entity relating to skills, trade secrets, or any other information, whether in printed or electronic format, including but not limited to intellectual property rights, technical information, business processes, sales forecasts, marketing strategies, customer lists or prospective customer information, financial or operational records that are considered confidential (whether labelled as confidential or not) and owned by TH PROP. This also includes information under the "Personal Data Protection Act 2010".</p>
<b>Conflict Of Interest</b>	<p>A conflict of interest arises when members of the Board of Directors or members have personal interests that can potentially affect their objectives in performing their duties or use their judgment on behalf of TH PROP.</p>
<b>Family</b>	<p>"Family", in relation to a person, means:</p> <ol style="list-style-type: none"> <li>a) The person's wife or husband.</li> <li>b) That person's brother or sister.</li> <li>c) Brother or sister of the person's wife or husband.</li> <li>d) People who have a direct upward or downward lineage relationship with that person.</li> <li>e) A person who has a direct upward or downward lineage relationship with that person's wife or husband.</li> <li>f) A person who has a direct descent relationship with the person mentioned in paragraph 'b'.</li> <li>g) The person's uncle, aunt or cousin.</li> <li>h) That person's son-in-law.</li> </ol>
<b>Ally</b>	<ol style="list-style-type: none"> <li>a) Any person who is the person's nominee or members.</li> <li>b) Any person managing the person's affairs.</li> <li>c) Any organization in which the person or any of their nominees is a partner or person responsible for or controlling and which has a controlling interest in their business or affairs.</li> <li>d) Any corporation established under the Companies Act 1965 in which the person or any of their nominees is a director or is responsible for or controls the business or affairs of which the person alone or jointly with any of their nominees has a controlling interest or shares of not less than 30% of the issued capital.</li> <li>e) The trustee of any trust if: <ul style="list-style-type: none"> <li>• The trust has been established by the person.</li> <li>• The value of the total assets contributed by the</li> </ul> </li> </ol>

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	person is not less than 20% of the total assets.
<b>TH PROP</b>	Refers to TH Properties Sdn Bhd and includes its subsidiaries.
<b>Subsidiary</b>	A subsidiary is a company or enterprise in which the investor company (known as the parent company) has the power to control the financial and operational policies of the subsidiary in order to derive benefits from its activities as defined under Section 5, Companies Act 1965 (Act 125).

## 2.1. INTEGRITY AND HONESTY

Our company's culture is built upon the pillars of honesty and integrity. Integrity means always doing the right thing, even when no one is watching. It involves acting ethically, honestly, and transparently in all our interactions, decisions, and actions. Integrity is significant to us because it promotes confidence among our customers, partners, and co-workers and ensures that we keep our commitments and deliver on our promises.

Equally essential to us is truthfulness and sincerity in our communication, which we define as honesty. We believe in open and transparent dialogue where everyone can freely share information and express their opinions truthfully. Upholding honesty and integrity creates a workplace where every individual feels valued and respected, and can work with trust and honesty to achieve our shared goals.

## 3.0 LEGAL COMPLIANCE

All TH PROP members must comply with the laws and regulations of the country in which TH PROP operates in performing their duties. To comply with this requirement, members must have sufficient knowledge and awareness of the local, state, and country laws and regulations in which TH PROP operates. However, members are not obligated to know them in detail.

If there is a law that conflicts with a particular policy in this CoBE, then that law takes precedence.

## 4.0 CONFLICT OF INTEREST

### 4.1. OBLIGATION TO AVOID CONFLICT OF INTEREST

All actions and business decisions made by members must be made in the interest of TH PROP. This means that actions and decisions must be free from any conflict of interest. Conflict of interest is against TH PROP policies, which can cause difficulties for members in carrying out their duties fairly and correctly.



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Therefore, all members who have a conflict or potential conflict of interest must make full disclosure to the Head of Office to prevent losing the value of integrity in performing their duties.

#### **4.2. RECEIVE GIFTS & ENTERTAINMENT**

All members are prohibited from accepting gifts or entertainment, either personally or through their family members or acquaintances, which may influence their judgment while performing their duties.

If gifts or entertainment are given with the intention of influencing the decisions of TH PROP members, they will be considered bribery.

Members can refer to the **Gift, Entertainment & Hospitality Policy** for more information on accepting gifts and entertainment.

#### **4.3. GIVING GIFTS & ENTERTAINMENT**

TH PROP prohibits giving gifts or entertainment that are illegal, dangerous or immoral and using TH PROP resources to influence someone in TH PROP's favour or prevent them from taking action against TH PROP.

Members can refer to the **Gift, Entertainment & Hospitality Policy** for more information on accepting gifts and entertainment.

It is important for all members to avoid any conflicts of interest between themselves and TH PROP. A conflict of interest arises when a person's personal interests interfere, or appear to interfere, with the interests of TH PROP. A member might find themselves in a conflict situation when they take action or have interests that make it challenging to perform their work on behalf of TH PROP objectively and effectively.

#### **4.4. ENGAGEMENT IN BUSINESS THAT HAS AN INTEREST WITH THE FAMILIES OF TH PROP MEMBERS**

It is strictly prohibited for any TH PROP members to abuse their power and engage in conflicts of interest by involving their family or associates in the selection of services, consultants, supplier companies, or construction projects.

Furthermore, all members must refrain from using their personal influence to persuade TH PROP to do business with any company in which their family members or associates have direct or indirect interests.

Disciplinary action will be imposed if there is non-compliance with the above principles.

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#### 4.5. PERSONAL DEALINGS WITH CUSTOMERS, SUPPLIERS AND PROFESSIONAL PROVIDERS OF TH PROP

Any transaction with TH PROP's customers, suppliers, or vendors where they have official dealings with TH PROP directly or indirectly is prohibited.

#### MAKE SURE

- Conduct all business affairs in a professional, impartial and competitive manner.
- Avoid business dealings and personal relationships that cause or may cause conflicts of interest with TH PROP's interests.
- Evaluate before deciding to offer or receive gifts and entertainment and must obtain approval from TH PROP's superiors if necessary.
- Declare interests and withdraw from any decision-making process if you have interests that influence or are seen as influencing your ability to make decisions in TH PROP's business affairs.

#### DON'T

- Hold a position in an organization that has affairs business with TH PROP (including competitors, customers, suppliers, or your own business or family) if in a position to influence the transaction or if the relationship itself creates a conflict of interest.
- Hiring or directly promoting a close relative or acquaintance unless it has been specifically authorized.
- Offer or receive gifts or entertainment from or on behalf of organizations or individuals involved in bidding or tendering with TH PROP.
- Misusing TH PROP resources or position or influence in TH Prop for personal gain.

### 5.0 BRIBERY

#### 5.1. BRIBERY & KICKBACK

TH PROP conducts its business operations in accordance with the principles of Shariah. Thus, TH PROP strongly condemns any form of bribery. All members are strictly prohibited from offering, accepting, giving, or attempting to obtain any kickbacks or bribes, whether directly or indirectly, as an inducement or reward for themselves, other parties, or members.

The term "bribery" does not involve cash only, but it can be interpreted in various forms, such as benefits, gifts, services, or other benefits to obtain results, advantages, or results.

Likewise, if any member or members of the Board of Directors receive, promise, or are offered any form of bribe which violates any provision of the Prevention of Corruption Act 1997 (Act 575), it is mandatory for them to report such an incident.

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They should report the details of the gift, promise, or offer along with the name of the person who gave, promised, or offered such a bribe if known.

## 5.2. DISCOUNTS, SECRET PROFITS AND COMMISSIONS

TH PROP prohibits all members from directly or indirectly obtaining any profit, commission, service, rebate, payment, or discount on behalf of TH PROP that is not permitted by TH PROP regulations.

### MAKE SURE

- Obtain prior permission, if necessary, before offering, promising or giving any goods, money or services.
- Firm stance against corruption.
- Immediately report any problems and concerns about corruption so that appropriate action can be taken.

### DON'T

Providing unreasonable compensation to business partners for services provided.

## 6.0 CONFIDENTIAL INFORMATION & COMUNICATION

### 6.1. CONFIDENTIAL AND CLASSIFIED INFORMATION

Disclosure of TH PROP's confidential information is not permitted, which will harm TH's reputation and performance.

Therefore, it is the responsibility of all members and other parties who have access to TH PROP's confidential information to ensure that it remains secure. Confidential information includes but is not limited to business, marketing, trade secrets, financial, technical, design, engineering, database, records, reports, agreements, files, computer software, payroll information, licenses, e-mails, telegrams, or other data.

All members are strictly prohibited from transferring, disseminating or disclosing any TH PROP confidential information to unrelated, either during or after their service at TH PROP, unless they have been authorized to do so by TH PROP or if it is required by law and court.

Members who violate this principle may be subject to disciplinary action.

### 6.2. PUBLICATION

Any publication of books, journals, magazines, newspapers or other publications

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related to confidential business information of TH PROP is prohibited.

### 6.3. MAKING PUBLIC STATEMENTS

All members, except with the permission of TH PROP, are prohibited from making any public statements or comments on behalf of TH PROP, whether personally or officially, verbally or in writing.

Authorized members who speak on behalf of TH PROP must act in the best interests of TH PROP and follow correct, accurate and easy-to-understand procedures without affecting and tarnishing TH PROP's reputation and interests.

#### MAKE SURE

- Take precautions and try their best not to disclose any confidential information that has been entrusted to them.
- Make it clear that any personal opinions or statements expressed are your own and not those of TH PROP.

#### DON'T

Using TH PROP's confidential information for personal gain during or after service at TH PROP.

## 7.0 DISCLOSURE OBLIGATION

### 7.1. RESPONSIBILITY FOR DISCLOSURE OF UNETHICAL BEHAVIOUR

If a member discovers or suspects that another member is engaging in unethical conduct and violating this Code of Business Conduct, he or she should notify the respective Head of Department or Governance Department.

Complaints and their identity made will be kept confidential and anonymous.

TH PROP strictly prohibits any form of retaliation against members who report unethical conduct in good faith. No action will be taken against anyone who reports unethical behaviour.

## 8.0 CONTRADICTORY BEHAVIOUR FROM RESPONSIBILITY

### 8.1. OUTSIDE EMPLOYMENT

All TH PROP members are prohibited from working either full-time or part-time or engaging in any outside business activities with any competitor, customer, distributor, or supplier without prior approval.

If a member wishes to engage in any external activity or job, they must disclose it to the Head of Department to avoid any potential conflicts of interest.

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## 8.2. POLITICAL ACTIVITIES

TH PROP respects its members to get involved in political activities. However, members must inform and obtain written approval from the Head of Department first before engaging in political activities.

Additionally, all members are prohibited from using TH PROP's reputation, equipment, and facilities for political purposes.

## 8.3. COMMUNITY SERVICE

In accordance with Islamic principles, TH PROP strongly encourages the spirit of helping and volunteering.

Therefore, all members are encouraged to participate in community service programs, either privately or officially. However, it is important to ensure that such activities do not interfere with the commitment and responsibilities towards TH PROP.

### MAKE SURE

- Always maintain of TH PROP's reputation.
- Clarifying that you do not act or represent TH PROP when involved in political activities.

### DON'T

Using your position on TH PROP to influence any individual or organization to make a political contribution or provide support to any party politics or politicians.

## 9.0 FAIR COMPETITION AND ANTITRUST

Lembaga Tabung Haji has been recognized as an innovative Hajj management model and a competitive Islamic financial service by most Muslim countries worldwide. As a subsidiary of Lembaga Tabung Haji, TH PROP is expected to maintain this reputation and recognition. To do so, all members are required to engage in fair competition and conduct business with customers, competitors, and suppliers with integrity and transparency.

Thus, it is necessary for all members to adhere to all antitrust and competition laws in the countries where TH PROP operates.

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### MAKE SURE

- Maintain TH PROP's transparency in pricing, marketing, bids or tenders.

### DON'T

- Preventing fairly competition by providing false or misleading information, hiding or destroying documents.
- Boycott any customer, tenderer or supplier.

#### 10.0 TH PROP ASSET

All members are responsible for safeguarding the assets, property, and records of TH PROP against theft, misuse, misappropriation, sale, waste, loss, fraud, and destruction.

### MAKE SURE

- Comply with all conditions and laws outlined regarding the use and transfer of TH PROP assets.
- Record working hours and financial transactions related to TH PROP accurately.
- Make sure external parties follow all conditions and procedures if they want to use TH PROP's assets.
- Prevent unauthorized members from accessing TH PROP facilities.

### DON'T

- Using TH PROP equipment or facilities for personal activities, except after obtaining approval from TH PROP.
- Using TH PROP equipment or facilities to access unauthorized websites.
- Creating duplicate keys to TH PROP's property without TH PROP's permission.
- Ignoring security complaints or implementing inadequate security procedures that could pose a security threat to TH PROP members or assets.

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### 11.0 INTELLECTUAL PROPERTY & COPYRIGHT PROTECTION

All members must respect and protect TH PROP's intellectual property and copyright.

TH PROP members cannot:

- a) Using or giving permission to use counterfeit goods or pirated materials.
- b) Copy or cause to be copied text that is copyrighted.
- c) Utilizing electronic information systems except for legitimate and authorized purposes.
- d) Take appropriate measures to protect TH PROP's intellectual property.

### 12.0 FINANCIAL INTEGRITY

All members must comply with all procedures to ensure that all accounting, financial reports, and related records are accurate and maintained from:

- a) Destroy, conceal, or alter.
- b) Fraud.
- c) Intentionally misrepresents or makes false entries in reports, files or records.
- d) Disclose to unauthorized persons.
- e) Internal control over financial reporting.

Additionally, members are required to thoroughly explain TH PROP's financial condition and any related accounting reports, accounts, documentation, finances, or records. Each member must practice integrity, discretion, and good judgment when they incur and approve business expenses.

Expenses must be reasonable and incurred for business reasons. Expenses incurred while conducting TH PROP affairs will be reimbursed must be accurately and completely documented.

## MAKE SURE

- Protect TH PROP records from being accessed or tampered with by unauthorized personnel.
- All accounts, funds and assets are recorded and not disclosed to the public.
- Give full cooperation to TH PROP internal and external auditors if TH PROP members are instructed to do so.
- Keep all TH PROP records and documentation in accordance with the guidelines established by TH PROP.

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## DON'T

- Willfully falsifying any record or making a false or misleading entry including by omitting information containing a false or misleading entry in a report, record or expense claim.
- Influencing or allowing others to do anything on records or reports that would affect the operation and integrity of TH PROP.

### 13.0 CORPORATE OPPORTUNITIES

All members are prohibited from competing directly or indirectly with TH PROP and taking opportunities through positions, information, or facilities at TH PROP for personal gain. Members have an obligation to put TH PROP's interests first when the opportunity to do so arises.

### 14.0 WORKPLACE CULTURE AND ENVIRONMENT

TH PROP's success and reputation are grounded in its high standards for members conduct, which are particularly important in its working culture. TH PROP requires a work environment that respects and protects the dignity of the people who work for and with the company.

Each TH PROP's director, officer, and members must act with integrity, dignity, and fairness in all dealings with customers, other stakeholders, and the public at large and professionally conduct all business affairs. All directors, officers, and members are responsible for not taking any action that might reasonably be expected to impair or compromise TH PROP's integrity and to abide by the following policies.

#### 14.1. WORKPLACE HEALTH AND SAFETY

- a) TH PROP believes it is essential that everyone can work in a fair, safe, inclusive, and enjoyable place that encourages creativity, collaboration, and continuous improvement. As a result, TH PROP is committed to protecting the safety, health, and well-being of all directors, members, and individuals in its workplace and other parties affected by its activities and to comply with all environmental, health, and safety laws and regulations.
- b) The Directors and members must ensure a healthy and safe working environment by:
  - Familiarise and comply with the applicable QSHE rules, regulations, and codes of practice.
  - Act consistently with QSHE policies and procedures.
  - Know what to do if an emergency occurs at the workplace or site.
  - Ensure the safety and health of others (i.e., fellow members or external parties).



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- Promptly report to the Management any QSHE related incidents or unsafe practices.

#### **14.2. BULLYING, THREAT, VIOLENCE AND RETALIATION**

- a) TH PROP will not tolerate acts of workplace violence, any form of bullying, threat, retaliation, intimidation, offensive or inappropriate behaviour by members, customers, vendors, consultants, contractors, suppliers, or other individuals doing business with TH PROP's, including behaviours that abuse, threaten or intimidate another person and negatively affect the individual, either physically or psychologically.
- b) This applies to TH PROP's offices, customer-related or TH PROP's-related events outside the office, as well as the use of TH PROP's technology resources (as further defined in the IT Policy), including email, voicemail, the internet, and any other supported communication channels.

#### **14.3. SEXUAL HARASSMENT**


- a) All members shall eradicate all forms of sexual harassment in the workplace and, whenever possible, influence the behaviour of fellow members in a broader social setting.
- b) TH PROP is committed to maintaining a safe and healthy working environment with Zero Tolerance for sexual harassment. The members shall treat others, irrespective of status, position, or sex, with dignity and free from harassment, humiliation, and intimidation of a sexual.

#### **15.0 DRUGS, ALCOHOL AND PROHIBITED SUBSTANCES**

TH PROP safety also depends on keeping our workplaces free from the influence of any substance that could impair their safety or job performance. The misuse of medication, controlled substances, or alcohol and the use of illegal drugs in the workplace is prohibited. This includes purchasing, selling, or distributing such products, being under their influence in any of TH PROP's offices, or representing or conducting business for the company.

#### **16.0 CRIMINAL ACTIVITIES**

The members shall always uphold TH PROP's good name and reputation in all their business dealings. The members shall not engage or be involved in any behaviour or activities that may be categorized as subversive or commit any wrongdoing or crime, including criminal breach of trust that is punishable under the laws. The members must ensure that TH PROP's properties, facilities, and services are not used to finance or assist criminal or terrorist activities.

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### 17.0 MISCONDUCT DISCLOSURE POLICY

All members are required to immediately report any illegal or unethical behaviour, including financial misconduct and other violations of this CoBE.

Any issues or complaints from members and their identities will be kept confidential, although they may be legally required to disclose this information in certain circumstances. TH PROP will not allow any retaliation against members if they report the misconduct of others with honesty.

If a member needs clarification on handling a situation or wishes to report a violation of this CoBE or other misconduct, it can be done by contacting the Governance Department.

### 18.0 ACKNOWLEDGEMENT AND FURTHER INFORMATION

All members must acknowledge receipt of this CoBE and are required to read and understand it. When applicable, the CoBE should be interpreted in accordance with the applicable laws. All TH PROP members must comply with any regulations that offer a more comprehensive coverage of the subjects addressed in this CoBE. External parties, business associates, and other interested parties are encouraged to read and comprehend this policy.

If you require further clarification, please get in touch with the Governance departments at:

**Email:**

[governance@th-properties.com](mailto:governance@th-properties.com)

**Address:**

Governance Department,  
Level 26, Menara Selborn, 153 Jalan Tun Razak, 50400, Kuala Lumpur

### 19.0 EXCEPTION

Any exception from this CoBE shall require the approval of the Board unless they are deemed operational.

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**CODE OF CONDUCT AND BUSINESS ETHICS**  
**ACKNOWLEDGEMENT FORM**

I acknowledge that I have read and understood the Code of Conduct and Business Ethics (“CoBE”) Policy.

I confirm that I shall comply with the CoBE Policy throughout my employment and/or relationship with TH PROP.

I confirm that I shall report any known or suspected violations of the CoBE Policy to TH PROP.

I confirm that I understand that a violation of the CoBE Policy would constitute a disciplinary offence that could result in disciplinary measures up to and including termination.

By signing below, I acknowledge my acceptance and adherence to the above and the requirements stipulated in the CoBE Policy.

Name : \_\_\_\_\_

NRIC No. : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_