



DISCIPLINARY POLICY

The Company is committed to fostering a disciplined, respectful, and harmonious work environment. To uphold industrial harmony and organizational integrity, all disciplinary matters shall be managed with strict adherence to due process, guided by the principles of transparency, accountability, and natural justice. This commitment is operationalized through a structured disciplinary framework comprising the following key components:

1. **Code of Conduct:** Defines the standards of behaviour, ethical values, and professional integrity expected of all employees.
2. **Disciplinary Procedure:** Outlines a structured and consistent approach to managing various forms of misconduct, ensuring procedural clarity and fairness.
3. **Domestic Inquiry Working Instructions:** Details the formal process for conducting domestic inquiries, ensuring proceedings are carried out thoroughly, impartially, and in line with principles of justice.

The Company views the maintenance of industrial harmony as fundamental to sustaining a positive and productive work environment. Accordingly, all disciplinary processes are designed to uphold the principles of natural justice, including:

- a. **Right to be Heard:** Employees subject to disciplinary action will be given a fair opportunity to explain their case and respond to any allegations.
- b. **Rule Against Bias:** All inquiries shall be conducted by an impartial panel, free from conflicts of interest or undue influence.

This policy reflects the Company's unwavering dedication to enforcing discipline in a manner that respects employee rights, reinforces ethical conduct, and safeguards organizational integrity.

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DATUK VICTOR ATIONG
GROUP MANAGING DIRECTOR/ GROUP CHIEF EXECUTIVE OFFICER



POLISI DISIPLIN

Syarikat komited untuk memupuk persekitaran kerja yang berdisiplin, saling menghormati dan harmoni. Bagi mengekalkan keharmonian industri dan integriti organisasi, semua proses disiplin akan dikendalikan dengan pematuhan ketat terhadap proses wajar (due process), berlandaskan prinsip ketelusan, akauntabiliti dan keadilan asasi (natural justice). Komitmen ini dilaksanakan melalui rangka kerja disiplin yang tersusun dan merangkumi komponen-komponen utama berikut:

1. **Kod Tatakelakuan:** Menetapkan piawaian kelakuan, nilai etika dan integriti profesional yang perlu dipatuhi oleh semua pekerja.
2. **Prosedur Displin:** Menggariskan pendekatan yang tersusun dan konsisten dalam menangani pelbagai bentuk salah laku, dengan memastikan kejelasan prosedur dan keadilan dalam pelaksanaan.
3. **Arahan Kerja Siasatan Dalaman:** Memperincikan proses formal pelaksanaan siasatan dalaman agar ia dijalankan secara menyeluruh, berkecuali dan selaras dengan prinsip keadilan.

Syarikat menganggap pemeliharaan keharmonian industri sebagai asas penting bagi mewujudkan persekitaran kerja yang positif dan produktif. Oleh itu, semua proses disiplin diwujudkan bagi menegakkan prinsip keadilan asasi (natural justice), termasuk:

- a. **Hak untuk Didengar:** Pekerja yang dikenakan tindakan tatatertib akan diberikan peluang yang adil untuk memberikan penjelasan dan membela diri terhadap sebarang pertuduhan.
- b. **Larangan terhadap Berat Sebelah (Bias):** Semua siasatan akan dijalankan oleh panel yang berkecuali, bebas daripada sebarang konflik kepentingan atau pengaruh tidak wajar.

Polisi ini mencerminkan komitmen teguh Syarikat dalam menguatkuasakan disiplin secara adil, menghormati hak pekerja, memperkukuh etika kerja, dan memelihara integriti organisasi.

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DATUK VICTOR ATIONG
PENGARAH URUSAN KUMPULAN/ KETUA PEGAWAI EKSEKUTIF KUMPULAN