



**AWANBIRU TECHNOLOGY BERHAD**  
[Reg. No. 201001038336 (922260-K)]  
(Incorporated in Malaysia)

## **CODE OF CONDUCT**

**Updated as at 5 July 2021**

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## 1. PURPOSE OF THE CODE

This Code of Conduct (the “**Code**”) records the acceptable general practices and ethics that guide the employees of AwanBiru Technology Berhad (“**Awantec**”) and its subsidiaries’ (“**the Company**” or “**the Group**”).

This Code is not a comprehensive manual and cannot anticipate every situation which may morally or ethically compromise the employee or the Company. It provides guidance on employees’ conduct when dealing with other parties in carrying out duties for the Company and how employees should conduct themselves at or outside the workplace where they can be identified as employees. In this regard, the Group expects its employees to exercise sound judgement in making the right decisions.

In any case of ambiguity, the employee should seek guidance and counsel from his or her immediate superior or the Human Resource Department.

## 2. SCOPE OF APPLICATION

This Code is meant as a reference for all employees of the Group. This includes employees on secondment to joint ventures, affiliates or associates.

Business Partners are encouraged to adopt similar principles and standards of behaviour.

## 3. EMPLOYEE CONDUCT

### 3.1 General Requirements

3.1.1 Employee conduct relates to the conduct of employees both on and off the job, where such conduct must not adversely affect the performance of the employee and other employees, or the legitimate business interests of the Company.

3.1.2 Employees shall observe the guidelines set out in this Code and exercise good judgement in decision making and actions to maintain the company’s reputation for integrity and business ethics.

3.1.3 Employees must:

- Consider the interest of the Company when making decisions that will impact the company and ensure that such decisions are not based on personal gains or favours.
- Utilise the company’s assets for business purposes only.
- Declare the employee’s assets and / or liabilities with any form of business interest at the point of entry into the Company.
- Declare all business intentions and obtain written approval before participating in such business opportunities, in whatsoever capacity.
- The Company reserves the right to approve or disapprove the employee’s involvement in other business activities.

- Any deviation from the aforementioned conditions must be reverted to the relevant function/department in the Company for review and further communication.

3.1.4 In the event of a marriage between employees of the Company within the same department, one partner from the marriage may be transferred to another job function, location or company or required to resign from the service of the Company. The Management shall decide on the transfer, if necessary, on a case to case basis.

### **3.2 Conduct at the Workplace**

3.2.1 All employees of the Group are expected to cooperate and support the Group's vision of cultivating and maintaining a healthy, safe and productive work environment that is free from discrimination and respectful of differences among employees.

3.2.2 Employees shall avoid any conduct in the workplace that creates, encourages or permits an offensive, intimidating or inappropriate work environment including, but not limited to:

- Threats or comments that contain elements of discrimination or harassment;
- Sexual advances;
- Violent behaviour or actions;
- Misuse or abuse of position of authority;
- Inappropriate dressing in violation of the dress code of the Company;
- Possession of weapons of any type;
- Use, possession, distribution or sale of illegal drugs or any prohibited substance, except for approved medical purposes.
- Consumption of alcoholic beverages on Company premises or working under the influence of alcohol or prohibited substance.

3.2.3 Employees shall not engage or be involved in any illegal and/or immoral behaviour and activities such as gambling, indecency, obscenity, vulgarity or vices in Company businesses, on Company premises, during Company trips/events, when representing the Company or when identifiable as an employee of the Company or when using Company assets.

### **3.3 Attendance / Punctuality**

3.3.1 All employees are required to adhere and observe the following: -

- i. the stipulated working hours of the Company;

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- ii. if an employee is unable to commence work on time on any particular day, he must inform his immediate supervisor by telephone at the earliest available opportunity and in any event no later than 12 pm on that day.
  - iii. late attendance by an employee will be recorded in the respective employee's attendance record maintained by the Human Resource Department.
  - iv. if an employee is late for work on more than three (3) occasions in a month an appropriate caution letter will be issued to the employee by the Human Resource Department.
  - v. if the employee persists in late attendance and without good reason, he shall be subject to disciplinary action at the discretion of the Human Resource Department. For the purpose of this section, "good reason" shall be constructed as a reason which is not, in the opinion of the Human Resource Department, frivolous, trivial, inconsequential or flippant.

An employee who is unable to attend work because of illness should submit his original medical certificate to his respective Head of Department on the day he returns to work.

An employee must not, without good reason, be continuously absent from work for more than two (2) consecutive working days without having obtained prior approval for leave from his superior.

In accordance with the Employment Act 1955, an employee shall be deemed to have broken his contract of service with the Company if he has been continuously absent from work for more than two (2) consecutive working days without prior leave of absence from the Company, unless he has reasonable excuse for such absence and has informed or attempted to inform the Company of such excuse prior to or at the earliest opportunity during such absence.

### **3.4 Appearance**

- 3.4.1 All employees must be suitably attired and groomed at all times at the work place. They are expected to maintain a dignified appearance and be neat, presentable, clean and tidy.

Casual attire including t-shirts, sport shoes, slippers and sandals are not allowed in the workplace during working hours.

On Fridays, non-uniformed employees are permitted to adopt smart business casual attire.

### **3.5 Use of Resources and Protection of Company's Assets**

- 3.5.1 Employees are provided with a variety of resources and access to Company assets. Regardless of the condition or value, Company assets shall not be misused, taken,

sold, lent, given away or otherwise disposed of, or used for personal purposes to the extent that it would affect the interest of the Company.

3.5.2 Employees shall be personally responsible for protecting the Company's assets entrusted to them. Employees shall take all necessary steps to prevent theft, loss, damage or misuse of assets belonging to the Company, the occurrence of which shall be reported immediately to the relevant personnel in the Company. Any loss or damage suffered by the Company may be recovered from the employee(s).

3.5.4 The types of assets that shall be protected are defined as, but not limited to:

3.5.4.1 Physical Assets such as equipment, systems, facilities, supplies, etc. These shall be used only for conducting the Company's business or for purposes authorised by management. They shall not be used for employees' personal activities.

3.5.4.2 Information and Communication Systems including connections to the internet shall be used for conducting the Company's business or for other incidental purposes authorised by the management of the Company. It is inappropriate to use them in a manner that interferes with employees' productivity.

3.5.4.3 Proprietary Information where all information (whether in written or spoken form and whether on paper or electronic form) relating to technical, product and services, financial data and projections, marketing strategies and business plans, organisational and personnel information, decisions by the Company's board of directors, trade secrets, pricing guidelines, methodology or prices of products and services, profit sharing arrangements, customer information, databases, records and any non-published financial or other data that is not public information or if known will have an adverse effect on the Company. Such information is the result of the innovation, ideas and hard work of employees and of substantial investments in planning, research and development. It is critical that employees treat such information as confidential in accordance with the requirements of Company's policies and take all necessary safeguards to protect this information. The Company's ownership of such proprietary information shall continue even after the employee leaves the Company.

3.5.4.4 Intellectual Property Rights where all ideas, inventions or copyright produced by employees as a result of the work performed for or on behalf of the Company in the course of employment, whether that product is protectable or otherwise. The Company's ownership of such intellectual property shall continue even after the employee leaves the Company.

3.5.4.5 Employees are not allowed to use the Company's assets including equipment, resources and proprietary information for any work unrelated

to the Company. Additionally, employees are not permitted to perform non-Company related work or solicit such business on the Company's premises or while working on the Company's time.

- 3.5.4.6 Employees shall return all the Company's assets entrusted to them upon cessation of their employment including documents which contain the Company's proprietary information. Additionally, they may not disclose or use the Company's proprietary or confidential information.

### **3.6 Information Technology**

- 3.6.1 All computer facilities must be safeguarded against theft, damage and improper usage. The Group does not permit the usage of computer facilities involving sensitive and illegal matters, infringement of Intellectual Property rights, unauthorised access, misuse of the company's time and resources and risking the integrity of computer facilities.

To the extent allowed by applicable laws, the Group reserves the right to monitor all email messages, instant messaging, blogs, use of the internet and contents in Group issued computer facilities. This information can be recovered and used as evidence in domestic proceedings and courts of law or disclosed to the authorities or regulatory bodies as the case may be. Employees must use the Group's computer facilities responsibly and primarily for the business purposes for which they are intended.

### **3.7 Social Media**

- 3.7.1 Employees of the Group are a representative of the Awantec Group at all times and are prohibited from bringing the Group's (and each of the companies under the Awantec Group) name and reputation into disrepute.

All employees of the Group are reminded that any messages or posts made online are presumed to be public and permanent. Online messages or posts can be copied, forwarded or subpoenaed and the original publisher will have no control over the ultimate use, distribution and/or publication of the message or post. As such, all employees are expected to use good judgement when using social media to protect the Group's reputation and brand image.

The employee should also take extra precaution so as to not share any confidential and proprietary business information.

Employees and counterparties who are tasked to manage the Group's official social media accounts are also responsible in ensuring that the management of the accounts, and the activities within, are in accordance with the Group's Social Media Policy and Guidelines.

### **3.8 Compliance with Environmental Laws & Health & Safety Practices**

- 3.8.1 The Company is in strict compliance to applicable laws and regulations concerning environmental conservation and health & safety.

All employees are responsible for the safety of fellow employees and the general public and are encouraged to promptly report any breaches of environmental, safety and health laws at the workplace.

### **3.9 Information Technology**

- 3.9.1 The Group's documents and records are meant for business purposes and requirements, compliance with legal, tax, accounting and regulatory laws. Employees shall control and maintain such records so that they are accurate, up-to-date, legible, readily identifiable and retrievable. Employees shall also ensure that all records are handled according to the appropriate level of confidentiality, in accordance with any applicable policies and procedures and in conformity with all applicable laws and regulations.

- 3.9.2 Any falsification or improper alterations of records are strictly prohibited.

An employee of the Group should not be giving instructions to any other person, to prepare or approve false or misleading records to either hide the true nature of the records, or to achieve an improper purpose that will otherwise be in violation of any laws or policies of the Group. Records Management

### **3.10 Non-Discrimination**

- 3.10.1 Awantec is an equal opportunity employer that maintains a policy of non-discrimination.

- 3.10.2 This Code applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

### **3.11 Harassment**

- 3.11.1 The Company does not tolerate any form of discrimination or harassment in the workplace.

- 3.11.2 There is no acceptance of employees being subjected to offensive, abusive or other unwanted behaviour at the workplace which violates the personal dignity of the victim or creates an intimidating, hostile or humiliating environment for the victim (e.g. physical, sexual, psychological, verbal or any other form of harassment).

It is the Group's policy to ensure that the behaviour of its employees does not discriminate against anyone on the grounds of gender, age, ethnicity, national origin, religion, disability, sexual orientation, HIV/AIDS infection, illnesses,



citizenship, genetic information, their abilities or any other relevant characteristic protected under the applicable law.

3.11.3 The Code further elaborates the Company's strict stance with regards to sexual harassment.

All forms of sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature is prohibited.

Employees are encouraged to immediately report to the superior and human resource department if said employee becomes aware of any workplace discrimination or harassment.

## **4. CONDUCT IN BUSINESS ETHICS**

### **4.1 General Requirements**

4.1.1 Employees are hired on the premise that Awantec is their primary employer and that any other employment or commercial involvement, even outside of working hours is strictly prohibited particularly where it conflicts with the interests of the Group, unless express approval is obtained.

4.1.2 Any approval given is at the sole discretion of the Company and can be withdrawn at any time with or without prior notice, and the employee is required to immediately cease such outside employment, failing which the Company is entitled to claim compensation for any unlawful profiteering as a result of any conflict of interest and take the necessary disciplinary action.

### **4.2 Avoiding Conflicts of Interest - General Guidance**

4.2.1 The policy of the Company requires that its employees act solely in the best interests of the Company at all times.

4.2.2 A conflict of interest may arise where: -

- i. an employee has a personal relationship or financial or other interest that would or could potentially interfere the objectivity of the said employee in performing duties or exercising judgement on behalf of the Group; or
- ii. where a supervisor or a person in a position to determine the remuneration and/or promotion of a subordinate is in a personal relationship with the subordinate.

4.2.3 All employees of the Group are obliged to disclose and report in writing as soon as practically possible concerning all potential and real conflicts of interest, stating in detail the facts, nature and extent of the conflict. This written report should be made either to the employee's immediate supervisor(s) and/or the human resource department.

4.2.4 All employees of the Group must take prompt action in eliminating the said conflict if requested to do so by the Group. The Group has the sole discretion in determining the nature of conflict of interests and the next steps or disciplinary action to be taken in relation to it.

4.2.5 Whilst it is not possible to enumerate all situations which may give rise to a violation of the Company's policy on conflict of interest, the Company sets out the following common types of conflicts to provide guidance for employees to make informed decisions.

#### **4.2.5.1 Dealings with Suppliers, Customers, Agents and Competitors**

Any director or employee or their family members must not have: -

- Any financial interest in a supplier, customer, agent or competitor of the Group, except that in the case of a public listed company whereby an interest of less than 5% in the equity will be disregarded; and
- Any business dealings or contractual arrangements with any company within the Group.

This excludes staff purchases for personal consumption, or purchases which are on no more favourable terms than those offered to the public.

#### **4.2.5.2 Board Membership**

Employees of Awantec are allowed to serve on the boards of government agencies or bodies and/or incorporated or unincorporated entities outside the Group only under exceptional circumstances, provided that prior written approval has been obtained from the Group CEO ("GCEO").

For the GCEO, the Board Chairman's approval is required.

The exception to this is where such board appointments relate to family businesses or companies/unincorporated entities formed by not-for-profit organisations (e.g. social or community-related clubs and associations).

#### **4.2.5.3 Outside Employment and Activities Outside the Group**

A full-time employee of the Company is precluded from taking up employment outside the Group or engage in any outside business/ service which may be in competition with the Group or give rise to actual or perceived or potential conflict of interests with your duties in the Group. Unless written approval is obtained, said employee is not allowed to be a member of the government, quasi-government or statutory bodies or become office bearers, council member, committee member of trade or professional associations. All fees and/ or remuneration that the said employee receives in connection with such membership must be paid over to the Group.

This restriction does not apply to social or community-related clubs and associations.

#### **4.2.5.4 Personal Dealings with Suppliers and Customers**

Every director or employee must ensure that their personal business dealings with suppliers and customers are on an arms-length basis e.g. purchases which are on no more favourable terms than those offered to the public.

#### **4.2.5.5 Involvement in Politics**

All employees of the Group have the right to participate as individuals in the political process of their local jurisdiction provided that all acts pertaining to the same are carried out entirely of the employee's own volition, in his/her own time and using his/her own resources. The employee must ensure at all times that such activities will and do not have any impact on his/her performance at the workplace.

Any Employee who wishes to hold any key position as office bearer in any political party must disclose and obtain prior approval from the GCEO. Those who wish to actively participate full time in politics or are nominated as candidates in any election or are elected as representatives in the Federal or State Legislative Body must resign from the Group.

Any Director who wishes to hold any key position as office bearer in any political party must disclose this intention to the Board Chairman.

#### **4.2.5.6 Family Members and Close Personal Relationships**

Employees shall disclose to the Company if any relative (for this Code, "relative" comprises employee's spouse, parents, children, brothers, sisters and spouse of child, brother or sister) provides any form of goods or services direct or indirect to the Company, or is a competitor, vendor, business partner, contractor or consultant to the Company.

Family members of directors or employees may be hired as employees or consultants only if the appointment is based on qualification, performance, skills and experience, and in accordance with the Group's hiring policies and procedures. Employees shall avoid or abstain from participating in or making decisions on any deal involving employee's relative.

If an employee's relative is a competitor or supplier of the Company or is employed by one, the employee is expected to exercise extra caution in their communication and conduct to ensure the security and confidentiality of information important to the Company and to avoid and/or create a conflict of interest situation.

Any exception to the above restrictions shall be approved and allowed on a case by case basis after considering the personnel involved as specified in the Code.

Any substantial interest held by the director's or employee's family members in a competing company or other related companies must be declared.

#### **4.2.5.7 Insider Trading Insider Information, Securities Trading and Public Disclosure**

As a public listed company, the Group is required to comply with various laws and regulations to make timely, full and fair public disclosure of information that may materially affect the market for its stock.

Employees are not allowed to trade in securities or other financial instruments based on knowledge that is obtained in the performance of duties, if that information has not been reported publicly. Foreign laws on insider trading may apply where the information concerns companies listed outside of Malaysia.

Unless disclosure is required by any order of any court of competent jurisdiction or any competent judicial, governmental or regulatory authority, this prohibition extends to any act of disclosing the insider information to another person, including family members and friends, if the employee knows or reasonably knows that the other person would make a trade in reliance on that information, even if the employee does not derive any direct economic benefit from the trade.

If in doubt, employees should follow the Code and refer to the relevant division to clarify the status and nature of the information held by them.

Disclosure of material, non-public information to others can result in civil and criminal penalties.

### **4.3 Anti-Bribery & Corruption**

4.3.1 In general, employees shall:

4.3.1.1 Read, understand and comply with the information contained within this Code and the ABC Manual, and with any training or other anti-bribery and corruption information given from time to time.

4.3.1.2 Be responsible for the prevention, detection and reporting of bribery and other forms of corruption. They are required to avoid any activities that could lead to, or imply, a breach of this Policy.

4.3.1.3 Reject any form of unethical and/or corrupt practices, and comply with all applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption at all times ("**Applicable Laws**").

4.3.1.4 Not solicit, accept, agree to accept, obtain, or attempt to obtain from any party for his/her own benefit or the benefit of any other party, any bribe or gratification as an inducement or a reward for doing or forbearing to do, or for having done or forborne to do any act in relation to the Company's affairs or business.

4.3.1.5 Not offer, promise or give any bribe or gratification to any party as an inducement or a reward for doing or forbearing to do or for having done or forborne to do any act in relation to the Company's affairs or business.

4.3.1.6 Ensure that any subsequent party(ies) employed by, engaged by or associated with him/her, who will provide goods and/or services in connection to any agreements entered with the Company, are fully aware, understand and comply with the ABC Manual.

#### **4.4 Anti-Money Laundering**

Money Laundering is the process of engaging with and/or concealing, directly or indirectly, the identity of the proceeds of illegal activities or converting the illegal proceeds to a legitimate source of income or asset.

All employees of the Group are prohibited from dealing in any money laundering activities and must comply with the applicable anti-money laundering laws.

In the event that any employee has a reasonable suspicion of money laundering activities being conducted as part of the Group's business, employees are expected to alert their immediate manager or supervision to the same.

#### **4.5 Confidential Information**

It is inevitable that certain employees, by nature of their position, be in possession of confidential information about the Company and / or its associates Any such information obtained in the course of employment shall not be used for personal advantage or used improperly.

Employees shall not, without permission, disclose any confidential information about the Company and / or its associates, suppliers, agents, distributors and / or customers" affairs to unauthorized persons or use or appear to use such information for their and /or others" benefit.

Employees shall not have possession of any Company's information in whatsoever format, except for the purpose of carrying out their duties.

In the event of resignation / retirement / termination of service or any other instances where the employees have detached their service with the Company, shall not retain and / or disclose any confidential information about the Company and / or its associates, suppliers, agents, distributors and / or customer's affairs to unauthorized persons or use or appear to use such information for their and /or others benefit.

All employees shall abide by the prevailing acts / laws in the country pertaining to data protection or any other information in whatever format for that matter.

## **5. ADMINISTRATION OF THE CODE**

### **5.1 Raising a Concern or Reporting a Violation**

- 5.1.1 The Group practises an open-door policy and encourages employees to share questions, concerns or suggestions with someone who can address them properly. In most cases, the employee's superior is in the best position to address any concerns.

When there is any form of dissatisfaction/discontent arising from work related issues which the employee feels has not been resolved fairly or equitably, the employee concerned may at the first instance give notice of grievance to his immediate supervisor. The immediate supervisor must try to resolve the grievance. If the grievance is not resolved, the immediate supervisor will refer it to the staff's Department Head or Business Head. In the event, the grievance remains unresolved to the satisfaction of the employee, the Department Head/ Business Head must refer the matter to the Head of Human Resource. Any grievances that remains unresolved at the Human Resource Department level can be directed to the COO office and subsequently to the CEO office.

When an employee raises a concern or reports a violation, his identity will be kept confidential. However, his consent will be sought should there be a need to disclose his identity for investigation purposes.

The Group expects all parties to act in good faith and have reasonable grounds when reporting a concern or issue. If allegations are proven to be malicious, parties responsible may be subject to appropriate action, up to and including legal action, where applicable.

Appendix 1 provides a list of some common acts of misconduct.

### **5.1.2 Investigation of Potential Violations**

All employees of the Group are expected to abide by and observe this Code.

The Group takes all reports and incidents of possible violations to the Code seriously and shall investigate them thoroughly in accordance with the relevant investigation procedures. Appropriate disciplinary actions shall be taken against any employee found to have committed an act of misconduct.

Employees who come across any unlawful or unethical situation, or any suspected violations of this Code shall raise their concerns, confidentially, following the guidance as set out in the Code and the Company's whistle-blowing policy.

All reports shall be discreetly, promptly and thoroughly investigated in accordance to applicable laws and regulations.

Employees who report violations or suspected violations shall be protected from any threat. This assurance does not however extend to those who are found to have raised the matter under false or malicious intention.

### **5.1.3 Actions by the Company**

All disciplinary actions taken by the Company shall comply with the Company's established procedures and current legislation. Where there is any conflict between the two, current legislation shall prevail.

Divisional/ Department Heads may issue written reminder while Human Resource Department may take the responsibility of issuing written warning. All written warnings shall be recorded in the employee personnel file.

In the event where a final warning for offenses has been issued the employee shall be subject to an inquiry to determine further disciplinary action.

Depending on the gravity of the offense committed and after due inquiry, the employee may be subject to any of the following punishments:

- i. Dismissal without notice
- ii. Downgrading
- iii. Suspension without pay up to a maximum of two (2) weeks
- iv. Written warning

#### **5.1.4 Summary Dismissal**

The Company reserves the right to dismiss an employee for misconduct after due inquiry including but not limited to dishonesty, insubordination and gross neglect of duty, within reasonable time after the misconduct in question without notice, salary or other forms of compensation.

This right is in addition to and does not prejudice its other rights under law.

#### **5.1.5 Termination of service**

Notice of termination of service shall be made in writing and in accordance with the Employee's Contract of Employment.

An employee shall surrender all Company documents, files, vehicles, keys and other Company property in his possession upon his termination of service in the Company. The employee shall reimburse the Company the value of the replacement cost for any item (s) or the Company property that is lost or destroyed while under his custody. The employee shall settle all outstanding liabilities and obligations with the Company before any monies due to him are to be released.

## **6. REVIEW OF THE CODE**

The Company reserves the right to add, amend, annul, vary or modify the provisions set out in this Code as and when it deems necessary at its discretion. Employees will be notified of any changes made to the Code via internal communications.

Last approved by the Management of the Company on 5 July 2021



**APPENDIX 1**

1. Theft/Pilferage/Misappropriation or attempt of the same of the Company's money or property or other employee's money or property within the Company's premises.
2. Fraud, dishonesty, falsification or attempt of the same in connection with the Company's business, money or property.
3. Cheating the Company.
4. Fighting with or assaulting, abusing or being violent towards another employee or authorized visitor on the Company's premise or threatening the same.
5. Prosecuted or charged with criminal offense.
6. Soliciting or accepting bribes or any illegal gratification.
7. Participation in unauthorized financial transactions within the Company's premises.
8. Participation in illegal strikes.
9. Instigating industrial action among employees against the Company.
10. Picketing in the Company's premise except where permissible under the law, agreement or award.
11. Inciting other employees to participate in illegal strikes in contravention of the provisions of any law or rule having the force of law.
12. Wilful insubordination or disobedience whether alone or in combination with others to any lawful and reasonable order of a superior.
13. Conflict of interest.
14. Breach of fiduciary relationship.
15. Spreading malicious rumours about the Company.
16. Gambling whether involving money or otherwise, in the Company premises.
17. Gross negligence and neglect of duty.
18. Interfering with the record of his attendance or of any other employee or falsification, defacement or destruction of any record of the Company.
19. Sleeping while on duty.
20. Possession of illegal weapon or lethal weapon on the Company's premises.
21. Riotous, disorderly or indecent behaviour on the Company's premises.
22. Smoking in prohibited / restricted areas.
23. Illegal substance or drug abuse.
24. Disclosing confidential information.

25. Driving or unauthorized use of the Company's vehicle without prior authorization.
26. All forms of harassment including but not confined to unwelcome verbal or physical advances and sexually, racially or otherwise derogatory or discriminatory statements or remarks.
27. Habitual late coming or late attendance.
28. Habitual negligence.
29. Commission of any subversive act to the discipline of the Company or general behaviour.
30. Commission of any private act that brings disrepute, embarrassment or affects the legitimate interest of the Company or ruins the image of the Company.
31. Company habitual breach of any order or any law applicable to the establishment of rules made there under.
32. Withholding overtime at a critical time to bring pressure on the management.
33. Making material misstatement in job application, loan application or declaration.
34. Unauthorized use of timecards.
35. Possession, sale or distribution of unsuitable, indecent or pornographic materials.
36. Committing an immoral act within the Company's premises.
37. Failure to report serious infectious or contagious illness or disease to Human Resource Department.
38. Forging or defacing medical certificates or other official documents to defraud the Company.
39. Conduct which is likely to cause injury or endanger the life or safety of another person within Company's premises.
40. Trespassing or forcible occupation of the Company's premises or prohibited areas.
41. Bringing company to illegally challenge dismissal.
42. Bypassing the proper channel of communication.
43. Refusal to accept any communication served either in accordance with the Code or in instigating the same.
44. Misrepresentation of the Company to others.
45. Participation in illegal gatherings or activities in the Company's premises or abetting, inciting or instigating the same.
46. Serious pecuniary indebtedness affecting the public image of the Company.
47. Making public statements against the interest of the Company.

48. Publishing or writing of books against the interest of the Company.
49. Leaving workplace during working hours without permission of the immediate supervisor or overstaying sanctioned leave without sufficient grounds or proper or satisfactory explanation without informing or attempting his employer of the excuse or reason for such absence.
50. Absenteeism.
51. Quarrelling or fighting or committing a nuisance at the workplace.
52. Misdemeanours.
53. Carelessness or wilfully causing damage or loss to the Company's property or goods.
54. Deliberate interference with or damage and contamination of factory processes, material or equipment.
55. Posting, altering, removing, defacing or destroying the Company's notices or any material on bulletin boards or the Company's property without the permission of the management.
56. Failure to wear a uniform at workplace as per the Company's policy.
57. Failure to furnish information which is within the scope of his employment and which relates to the mutual interest of the Company and the employee.
58. Malingering and feigning illness.
59. Loitering during working hours.
60. Failure to follow safety procedures or tampering with safety devices to the detriment of the Company or its employees.
61. Infringement of safety regulations.
62. Unnecessary wastage of documents and materials.
63. Abuse or unauthorized use of the Company's property, utilities, equipment or facilities.
64. Habitual or substantial negligence in the care of tools, equipment and apparatus of the Company.
65. Wilful failure to report at once to his superior any defect which an employee may notice in any equipment connected with his work.
66. Wilful in not reporting any defect or occurrence which an employee may notice, or which might endanger himself or any other person or which might result in damage to the Company or any person within the Company.
67. Failure to keep the workplace clean and tidy.
68. Obstructing, inciting or wilfully slowing down other employees from work.

69. Blackness in performance.
70. Disclosing commercial or manufacturing secrets, calculations or designs.
71. Acting in violation with competition laws, including agreeing with competitors on prices or any other terms and conditions to customers, allocation territories or customers, rigging bids.
72. Ceasing work without permission before the proper finishing time.
73. Spitting within the Company premises.
74. Playing computer games at the company premises during or installing computer game(s) into company's computer.
75. Interfering with another person's work during working or non-working hours.
76. Writing frivolous or offensive notes/ memos/ letters to superior.
77. Contaminate drinking fountain water in the premises.
78. Selling or advertising non-company products in circumstances prejudicial to discipline.
79. Bringing friends or visitors without permission to tour the factory.
80. Refusal to submit to search when required to do so by the company authorised representative.
81. Installing pirated computer software or unlicensed computer software into company's computer.
82. Engaging in private work or trade within the Company or outside the Company which is directly and indirectly in conjunction with the business of the Company.
83. Any other offences that are deemed major.

The above examples of misconduct are not exhaustive as the Company reserves the right to determine what constitute acts of misconduct that warrant disciplinary action and will update the list from time to time.