

	SALIHIN	Document No: HR-TNC-08	
Title: EMPLOYEES POLICIES & PROCEDURES – CODE OF CONDUCT AND DISCIPLINE		Revision No: 1	Effective Date: 1st JANUARY 2015

8.0 CODE OF CONDUCT AND DISCIPLINE

8.1 GENERAL

All staff of SALIHIN expected to observe and adhere to the Company's rules and regulations. Any staff who commits a breach of the rules and regulations established by the Company or other acts of misconduct, indiscipline or inefficiency shall be subjected to disciplinary action.

8.2 CONFIDENTIAL INFORMATION

8.2.1 At no time during, or after the termination of employment with the Company, except where directed or with the written approval of the Company, should a staff divulge, directly or indirectly, to any person or persons or other companies, knowledge or information which has been acquired during the course of or incidental to the employment concerning the affairs or property of the Company.

8.2.2 Unless specifically authorized by the Company, staff shall not divulge to or communicate with any member of the public, media or government department any information or details in respect of the Company's business.

8.2.3 Personal records and remuneration including the staff's own remuneration are classified as confidential information and should not be divulged.

8.3 CONFLICT OF INTEREST

8.3.1 Staff are prohibited, while in the employment of the Company, to engage in any other business or occupation whatsoever – directly or indirectly – whether as principal, agent, servant, broker or otherwise, engage in any activity detrimental, directly or indirectly, to the Company, hold investments or other direct or indirect financial interest in the business of a supplier or customer and hold investments or shares or directorships in non-public competing companies. Any such interests must be declared to the Company.

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8.4 PRIVATE BUSINESS

8.4.1 Each staff is expected to devote his full time and ability to the Company's interests during working hours. Employment or personal business commitments outside of working hours are not acceptable if these impair a staff's ability to meet regular job requirements.

8.4.2 Staffs are not permitted to utilize Company resources, such as telephones, fax machine, photocopying machines, etc. for their private business.

8.5 ALCOHOL AND DRUGS

8.5.1 Consumption of alcohol and/or drug abuse can impair work performance and seriously affect a staff's safety and that of others involved in the same projects or at the same premises. The Company does not tolerate any staff having alcohol and/or drug problems and appropriate action will be taken whenever it occurs.

8.6 SEXUAL HARASSMENT

8.6.1 The Company does not tolerate any form of sexual harassment and appropriate action will be taken whenever it occurs. The definition of 'sexual harassment' is as defined by the Ministry of Human Resources.

8.7 SHARE TRADING BY STAFFS

8.7.1 It is imprudent for any staff of the Company to buy or sell shares to his direct or indirect advantage while he is aware of price-sensitive information which is not generally known in the open market. Staffs are required to consult with the Managing Director before trading in the Company shares and a record should be maintained of such consultation.

8.8 LAWS AND GOVERNMENT REGULATIONS

8.8.1 Staff must at all times comply with the laws and government regulations of the state, country and any foreign country or jurisdiction in which the staff are working.

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These include The Companies Act 1965, Employment Act 1955, Income Tax Act, Employee Provident Fund Act, Staff Social Security Organization Act and laws to protect the environment.

8.9 GIFTS

8.9.1 Staffs are strictly prohibited from accepting any forms of gifts from contractors, suppliers, clients or any other party having business dealings with the Company.

8.10 GRAFT

8.10.1 Staffs are strictly prohibited from offering or receiving, in any manner, graft or a bribe for own benefit or for the benefits of relatives, with intent to influence their conduct in relation to the Company's affairs.

8.11 SAFETY AND HEALTH

8.11.1 Staffs must comply with all the safety and health regulations of the Company so as to ensure maximum safety and comfort for staff and customers.

8.12 CODE OF CONDUCT

Staffs are expected to conform to the following code of conduct:

8.12.1 Support the policies, procedures and practices of the Company.

8.12.2 Discharge their responsibilities assigned to them by the Company or its related companies and that they will promote and advance the interests of the Company at all times.

8.12.3 Devote their career to the company and not engage directly or indirectly in other terms of employment, even on a part time basis.

8.12.4 Seek the Company's prior permission to hold shares or directorships in other companies outside the group.

8.12.5 Conduct themselves with propriety and decorum at all times to reflect the good standing of the Company.

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8.12.6 Maintain confidentiality of all company information that they have acquired during and after their employment.

NOTE**

The above list of Code of Conduct is not exhaustive and may be amended, extended or substituted thereof from time to time.

8.13 DISCIPLINE PROCEDURE

8.13.1 SALIHIN will take disciplinary action against employee in the event of minor misconduct, inefficiency or indiscipline.

8.13.2 Verbal warning may be communicated to the staff and he may be downgraded from any promotion.

8.13.3 If such behaviour continues, the human resources department will issue a warning letter followed by a show cause letter. If reply to show cause letter is satisfactory, matter is closed

8.13.4 In case of the reply to show cause letter is unsatisfactory the human resources department will proceed with a charge to suspends the staff and arrange for hearing on Board of Enquiries.

8.13.5 Results form Board of Enquiry will be communicated by human resources department to the staff.

8.13(a) PRELIMINARY INQUIRY

If an employee is accused of any breach of discipline or of dishonesty or of misconduct in the exercise of his official duty or of accepting a bribe or accepting gifts (exceeding the limit permitted by the Company) or of conduct likely to bring the Company or its employee into disrepute, then a preliminary inquiry shall be held by the Managing Partner together with the Board of Advisor, or any other officer delegated by him, who shall prepare a written record of the proceedings.

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8.13(b) ATTENDANCE OF THE ACCUSED EMPLOYEE

- i. The accused employee will be present during the whole or part of the inquiry at the discretion of the President, or any other officer delegated by him, and is allowed to make statements by way of explanation, to produce witness and to cross examine any witness.
- ii. When the Company institutes an inquiry the Company will inform the employee concerned in writing, stating the charges against him, the time, date and location of such inquiry and at such inquiry allow the representation of the employee concerned on his own.
- iii. In all such cases the Company's decision shall be notified to the employee in writing.

8.13(c) SUSPENSION OF SERVICE

- i. The MP or any other HOD authorized by him shall suspend an employee before or after an investigation has been carried out and the employee shall be notified of his suspension.
- ii. For the purpose of the Inquiry, the firm shall suspend the staff for a period not exceeding two weeks during which he shall be paid half of the basic salary only.
- iii. Provided that if the inquiry does not disclose any misconduct on the part of the staff of the firm will restore the full basic salary so withheld.
- iv. During any period of suspension for the purpose of any inquiry the staff shall be notified in writing to report at his normal place of work on such days and at such time during working hours as shall be required to enable the firm to carry this inquiry.
- v. A staff who has been suspended from duty and who has been issued with property or equipment belonging to the

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Firm shall return, when expressly requested, such articles within the suspension period.

8.13(d) RIGHT OF APPEAL

A staff who is subjected to any disciplinary action provided under this Regulation shall have the right of appeal to the MP whose decision shall be final.

8.13(e) REFERENCE TO PRESIDENT

At the close of such inquiry, the committee shall submit the records of such inquiry together with his findings to the MP for a decision.

8.13(f) MP'S DECISION

Depending on the nature of the inefficiency, misconduct in discipline, negligence, carelessness and other default, etc., the Firm shall take disciplinary action against the employee in question as follows:-

- a. Give him/her a verbal or written warning; and/or
- b. Suspend him/her with or without pay for a period to be determined by the MP; and/or
- c. Withhold his increment for a period to be determined by the MP; and/or
- d. Stop payment of his/her bonus if such a bonus is declared; and/or
- e. Dismiss the staff with one month's notice or pay in lieu
- f. Emplace him/her on a lower salary; and/or demote him/her; and/or summarily
- g. Dismiss him/her in the event of criminal breach of trust or other serious offence

8.14 SUMMARY DISMISAL

8.14.1 SALIHIN reserves the right to dismiss a staff for serious misconduct, dishonesty, insubordination, gross neglect of duty, criminal conviction, bankruptcy or any other default, without notice, salary or other forms of compensation.