



**SINARAN ADVANCE GROUP BERHAD**  
[Registration No. 202001007513 (1363833-T)]  
(Incorporated in Malaysia)

## **CODE OF CONDUCT**

### **Definition:-**

"Board"	: The Board of Directors of the Company
"Code"	: The Code of Conduct
"Company"	: Sinaran Advance Group Berhad
"Director"	: A director of the Company
"Group"	: The Company and its subsidiaries from time to time
"HR"	: Human Resources

### **1. Build Trust and Credibility**

The success of our business is dependent on the trust and confidence we earn from our employees, customers and shareholders. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching company goals solely through honourable conduct.

### **2. Respect for the Individual**

We all deserve to work in an environment where we are treated with dignity and respect. The Company and the Group is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success.

The Company is an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types from abusive, offensive or harassing behaviour. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to HR.

### **3. Create a Culture of Open and Honest Communication**

Everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions.

Management will investigate all reported instances of questionable or unethical behaviour. In every instance where improper behaviour is found to have occurred, the Company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

**SINARAN ADVANCE GROUP BERHAD**  
**[REGISTRATION NO. 202001007513 (1363833-T)]**  
**CODE OF CONDUCT**

Employees are encouraged, in the first instance, to address such issues with their managers or the HR manager, as most problems can be resolved swiftly. If for any reason that is not possible or if an employee is not comfortable raising the issue with his or her manager or HR, the Company's Chief Executive does operate with an open-door policy.

**4. Set Tone at the Top**

Management has the added responsibility for demonstrating, through their actions, the importance of this Code.

To make our Code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication.

**5. Uphold the Law**

The Company's commitment to integrity begins with complying with laws, rules and regulations where we do business. Further, each of us must have an understanding of the Company's policies, laws, rules and regulations that apply to our specific roles.

**6. Avoid Conflicts of Interest**

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of the Company may conflict with our own personal or family interests because of the course of action that is best for us personally may not also be the best course of action for the Company.

**7. Set Metrics and Report Results Accurately**

**a. Accurate Public Disclosures**

We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees, including all financial executives, with any responsibility for the preparation for such reports, including drafting, reviewing and signing or certifying the information obtained therein.

**b. Corporate Recordkeeping**

We create, retain and dispose of our Company records as part of our normal course of business in compliance with the Company's policies and guidelines, as well as all regulatory and legal requirements.

All corporate records must be true, accurate and complete, and company data must be promptly and accurately entered in our books in accordance with the Company's and other applicable accounting principles.

**c. Accountability**

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company

**SINARAN ADVANCE GROUP BERHAD**  
**[REGISTRATION NO. 202001007513 (1363833-T)]**  
**CODE OF CONDUCT**

policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the HR department.

**8. Be Loyal**

**a. Confidential and Proprietary Information**

Integral to the Company's business success is our protection of confidential company information, as well as non-public information entrusted to us by employees, customers and other business partners. Confidential and proprietary information includes such things as pricing and financial data, customer names/addresses or non-public information about other companies, including current or potential supplier and vendors. We will not disclose confidential and non-public information without a valid business purpose and proper authorisation.

**b. Use of Company Resources**

Company resources, including time, material, equipment and information, are provided for company business use. Employees are trusted to behave responsibly and use good judgment to conserve company resources. Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

**c. Media Inquiries**

The Company is a listed company and from time to time, employees may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about the Company, we should direct all media inquiries to the Executive Chairman. No one may issue a press release without first consulting with the Executive Chairman.

**9. Review of this Code**

This Code shall be reviewed by the Board annually to ensure they remain consistent with the Board's objectives and responsibilities, and relevant laws, regulations, guidelines and standards of corporate governance.

*This Code was adopted by the Board of Directors on 25 November 2021.*