

EKUITI NASIONAL BERHAD

CODE OF BUSINESS ETHICS

Contents

Ekuinas Guiding Values.....	4
1.0 INTRODUCTION.....	5
1.1. BACKGROUND	5
1.2. APPLICABILITY AND COVERAGE.....	5
1.3. REPORTING OF VIOLATION	6
2.0 WE AS A COMPANY	6
2.1 RESPONSIBILITY AND ACCOUNTABILITY	6
2.2 ZERO TOLERANCE FOR FRAUD, BRIBERY AND CORRUPTION.....	7
2.2.1 Conflict of Interest.....	7
2.2.2 Giving and Receiving Business Courtesies	8
2.2.3 Hospitality And Entertainment	9
2.3 SAFE WORK ENVIRONMENT	9
2.4 PROPER USE OF COMPANY'S ASSET AND PROPERTY	10
2.4.1 Company Vehicles and Petrol Card	10
2.4.2 Internet Access and Software	10
2.5 MANAGEMENT AND SAFEGUARDING INFORMATION	11
2.5.1 Confidential Information.....	11
2.5.2 Competitors' Proprietary Information and Trade Secrets.....	12
2.5.3 Insider Trading.....	12
2.5.4 Personal Data Protection.....	13
2.5.5 Intellectual Property.....	13
2.5.6 Recording and Storing of Information	13
2.6 EQUAL OPPORTUNITIES.....	14
2.7 COMMUNICATION AND SOCIAL MEDIA CONDUCT.....	14
3.0 STAKEHOLDER RELATIONS.....	15
3.1 SAFEGUARDING OUR REPUTATION.....	15
3.1.1 Non-Solicitation and Non-Compete Obligations	16
3.2 RELATIONSHIP WITH CLIENTS/PORTFOLIO COMPANIES	16
3.3 DEALING WITH VENDORS, SUPPLIERS/CONTRACTORS.....	17
3.3.1 Purchasing and Procurement Practice.....	17
3.3.2 Principles of Financial Accountability	18
3.4 DEALINGS WITH GOVERNMENT OFFICIALS AND REGULATORS	18
3.5 CONTRIBUTIONS TO POLITICAL PARTIES, NON-GOVERNMENTAL ORGANISATIONS (NGOS) AND NON-PROFIT ORGANISATIONS (NPOS).....	19

Changes Control

Version	Change Effective	Description of Changes
1	23.10.2009	First Issuance of Code of Ethics
2	01.08.2023	Change summary as following; • [Addition] Employees obligations to declare any conflict of interest that may arise during specified situation; • [Addition] Ekuinas commitment to avoid business relationships with parties that do not align with its core values; and • [Revision] Strengthened rules on gifts and business courtesies by strictly prohibiting cash gifts, requiring declaration and approval for gifts exceeding business norms or RM500
3	01.02.2026	Change summary as following; • Rename to Code of Business Ethics; • [Addition] Section 1.2. Applicability and Coverage • [Addition] Section 2.2. Zero Tolerance for Fraud, Bribery and Corruption • [Addition] Section 2.2.1 Conflict of Interest • [Revision] Section 2.2.2 Giving and Receiving Business Courtesies • [Addition] Section 2.5.3 Insider Trading • [Addition] Section 2.5.4 Personal Data Protection • [Addition] Section 2.7 Communication and Social Media Conduct • [Addition] General Statement on high level commitment to AMLA • [Addition] Section 3.1.1 Non-Solicitation and Non-Compete Obligations

Ekuinas Guiding Values

Our values form the backbone of our mission, guiding every action we take to deliver impactful results for our investments, partners, and communities.

Commercially Driven

We uphold rigorous commercial discipline to maximise value.

High Performance

We are committed to exceeding expectations in all we do.

Merit-Based

We recognise and reward purely based on performance.

Passion

We are driven by a passion to deliver exceptional results beyond the ordinary.

Focused

We maintain a sharp focus on achieving our strategic objectives.

Humility

We remain grounded in our roots, recognising our responsibility to serve a greater purpose.

1.0 INTRODUCTION

1.1. BACKGROUND

Ekuiti Nasional Berhad (“Ekuinas” or “Company”) is committed to maintain a reputation for integrity that is in keeping with its responsibilities and position. Our vision is to be a world-class Private Capital fund management company with the mission to create Malaysia’s next generation of leading companies whilst promoting equitable and sustainable Bumiputera wealth creation and economic participation based on the principles of market-friendliness, merit and transparency.

The Code of Business Ethics (“Code”) shall serve as a guide and reference to assist our employees to live up to our high ethical business standards, and it provides guidance on the way we conduct business and duties in a manner that is efficient, effective and fair. The Code highlights key issues and identifies the relevant policies and procedures and resources to help employees conduct business and duties in line with our standards.

The Company accepts that it is not possible to draw up specific definitions for universal application of this Code and it acknowledges that situations may arise which appear ambiguous and difficult to interpret as violating the Code. The onus is on all employees to approach each situation with a conscience. Employees should seek advice from the Audit and Risk Management Committee (ARMC) or Corporate Governance & Risk Management on any doubts about the appropriateness of business practices.

1.2. APPLICABILITY AND COVERAGE

The Code applies to all employees of the Company, Ekuinas Capital Sdn Bhd and their subsidiary companies (Group). Directors are governed by the Directors’ Code of Ethics, which embodies principles consistent with this Code. Vendors, suppliers, and contractors are subject to the Service Provider Code of Conduct, which must be acknowledged upon appointment.

Should any conflict arise between the English version and any other version in a different language, the English version stated herein shall prevail.

This Code is to be read together with the Company’s other policies and procedures.

1.3. REPORTING OF VIOLATION

All employees are to comply with this Code as a matter of course and ignorance of the existence of this Code or any related amendment or variation to it will not be accepted as an excuse for its breach. The Company will hold each Manager, supervisor and employee accountable in ensuring observation of high ethical business standards and applying these values to all aspects. A breach of the Code will be construed as misconduct and may be subjected to disciplinary action.

If you have question about the Code, your first point of contact is your immediate supervisor or Manager. They will be able to engage in discussions with you about the Code and advise you accordingly. Alternatively, you may seek the advice of the Audit Committee or Corporate Governance & Risk Management Department when in doubt.

2.0 WE AS A COMPANY

2.1 RESPONSIBILITY AND ACCOUNTABILITY

Employee

All employees are to observe high ethical business standards of honesty and integrity and to apply these values to all aspects of our business and professional practices. This includes honouring the employment contract with the company in relation to working hours and punctuality. Any absence from work or departure from the workplace for personal matters requires prior approval from the immediate supervisor.

Ekuinas' employees are required to comply with all applicable laws and regulations wherever we do business. Perceived pressures or demands from supervisors or business conditions are not excuses for violating the law or the Code. Employees will also be expected to sign off an annual declaration that they will abide with the Code.

Management

Management shall ensure that employees are led and managed in strict compliance with the Code. Where the Code lacks clarity, Management is responsible for facilitating discussions and seek clarification from relevant stakeholders. Furthermore, Management must remain vigilant for any indications of unethical or unlawful business practices.

Directors

Directors are expected to uphold the same high standards of integrity and ethics as employees, fostering a best-practice, conflict-free environment that enables impartial decision-making in the best interests of Ekuinas.

2.2 ZERO TOLERANCE FOR FRAUD, BRIBERY AND CORRUPTION

Ekuinas upholds a strict zero-tolerance stance against all forms of bribery, corruption, and theft. This commitment is embedded within its Fraud Prevention and Anti-Bribery & Anti-Corruption (ABAC) Policy, which is aligned with the Malaysian Anti-Corruption Commission Act 2009. The policy applies to all employees and Board of Directors (BOD) at Ekuinas. Ekuinas also expects consultants, contractors, agents, representatives and others performing work or services for or on behalf of Ekuinas to comply with the relevant parts of the ABAC Policy when performing such work or services.

We treat any violation of the ABAC Policy seriously and will undertake necessary actions such as disciplinary action, up to and including termination, pursuant to the Human Resources policies and procedures. Refer to Ekuinas Whistleblowing Policy concerning fraud/ bribery/ corruption reporting, procedures for investigation and protection to whistleblowers.

2.2.1 Conflict of Interest

The Company will not permit and never has permitted conflicts of interest on the part of its employees. Accordingly, no employee shall knowingly become involved in a conflict of interest or upon discovery allow such conflict of interest to persist without reporting it to Management.

Employee shall not, without the prior written consent of the Chief Executive Officer, be directly or indirectly employed, engaged, concerned with or hold office or position, (whether as an employee,

agent, independent contractor, director or otherwise) in any organisation, enterprise, employer or business or trade where a conflict of interest or potential conflict of interest may arise between the Employee's personal interest and the interest of the Company.

We, or any of our family members cannot receive gifts, loans, business deals or other special preferences beyond what are otherwise ordinarily available from a person or organization that does, has done, or wants to do business with the Company or is a competitor of the Company. In dealing for the Company, we must not realize any personal profits apart from our regular compensation.

Employees are required to declare any conflict of interest that may arise. Such declaration should be done:

- i. During the organisation's mandatory annual declaration;
- ii. As and when a conflict arises;
- iii. During the recruitment process;
- iv. Before any tender or bidding process; and
- v. Before participating in an investment or major trading activity.

2.2.2 Giving and Receiving Business Courtesies

In principle, staff should not accept kickbacks, lavish gifts or guaranties from vendors, suppliers, contractors, Portfolio Companies, clients and other third parties that may influence, or are even be perceived to be able to influence decision making. Decision making should be objective, based on merit and in the best interests of the Company, and must never be driven by personal considerations. We may, however, accept items of nominal value and considered a normal business practices in Malaysia, such as token souvenirs and sales promotion items.

Any other form of request for sponsorship or gifts from vendors / suppliers for the purpose of family day, dinner etc. would require approval from the Company. Gifts to or from Portfolio Companies or suppliers are appropriate only if the monetary value is modest and the requisite people have been informed. Gifts in the form of cash are strictly prohibited.

Any giving or receiving gifts or business courtesies (exceeding the business norms) from/ to vendors, portfolio companies, clients and other third parties with business relationship that may influence, or perceived to be able to influence decision making or there is potential / perceived conflict of interest,

must be reported to the Corporate Governance & Risk Management Department (CGRM) or the Audit and Risk Management Committee (ARMC) via the form provided in Appendix 1. Any gift with an estimated value exceeding RM500 must be declined or returned by the employee. Such gifts, even when refused or returned, must still be declared to the Corporate Governance and Risk Management (CGRM).

We also understand though, that giving practices vary among cultures. In some rare situations, it would be impractical to refuse or return a gift. This may include gifts that are offered during celebration of a festival, or special occasions such as official launches or openings. In such cases, employees are to practice good business sense and discretion.

In situations where employees are faced with business situations that may also call for the giving of gifts example signing ceremonies, corporate visits and the Company functions, proper approval must be obtained. Fees and commissions to consultants, agents and other third parties must be legal, proper and reasonable in relation to customary commercial practices.

In general, a sound principle to remember in deciding whether to give or accept business courtesies would be: “Would you be comfortable discussing the acceptance or giving of the gift with your manager, colleagues or a newspaper reporter?” If your answer is no, then do not proceed.

2.2.3 Hospitality And Entertainment

We may provide and receive entertainment that is reasonable in the context of the business such as the occasional business meals, transportation by the company to a company-related meetings, seminars or the company facilities. We consider “entertainment” to include a representative of both parties at the event. Entertainment that is lavish or frequent may appear to influence one's independent judgement on behalf of the Company. If an invitation seems inappropriate, we must turn down the offer or pay the cost of the entertainment.

2.3 SAFE WORK ENVIRONMENT

It is the policy of the Company to assure that the activities of the Group are conducted with full concern for safety of its facilities to protect the safety and health of its employees, communities

adjacent to our operations and the public.

The Company is committed to providing a safe and conducive work environment. We will deliver appropriate safety and health training and require strict compliance with our Occupational Safety and Health (OSH) Policy, Standard Operating Procedures (SOP), and all applicable laws and regulations related to workplace safety

It is everyone's responsibility to promote safe behaviour and be responsible for immediately reporting accidents, injuries, and unsafe equipment, practices or conditions to a supervisor or other designated person. All employees must report to work free from the influence of any substance (such as drugs or alcohol) that could prevent us from conducting work activities safely and effectively. Threats or acts of violence or physical threats on fellow employees are prohibited. Employees are to use common sense and best judgement to ensure safety.

2.4 PROPER USE OF COMPANY'S ASSET AND PROPERTY

All Company assets and property assigned to staff must be protected against loss, damage, misuse, illegal use, or theft. These resources are to be utilized solely for legitimate business purposes or for other uses expressly approved by Management. When such assets are no longer required for business purposes, they must be promptly returned to the respective department.

2.4.1 Company Vehicles and Petrol Card

Authorised employees assigned to drive Company vehicles must ensure the usage is for official Company work purposes only. Petrol cards assigned to these vehicles are strictly for the purchase of fuel and must not be used for any other purpose.

2.4.2 Internet Access and Software

Internet access is provided exclusively for legitimate business purposes, including research directly related to the user's professional responsibilities. The Company retains the absolute right to revoke Internet access privileges if any misuse or activity beyond the authorized scope of work is detected. Employees are strictly prohibited from accessing the Internet through any means other than those expressly provided by the Company. Accessing, downloading, or distributing content that is, or may

reasonably be perceived as, offensive on religious, political, racial, or gender grounds is strictly forbidden. This includes any material that could incite hatred, discrimination, or hostility among individuals or groups. Such conduct constitutes a material violation of the Code and may result in disciplinary action, up to and including termination.

All Ekuinas employees are responsible for ensuring that the Information and Communication Technology (ICT) activity and workflows within their business areas, are carried out in accordance with the Ekuinas ICT Policy. This includes utilising software that is only developed by the Company or that is licensed or provided by the Company. All employees (permanent or contractual) are to restrain from the following:-

- i. Duplicating copyrighted material without the owner's consent;
- ii. Copying software from one machine to another without the owner's documented authority;
- iii. Copying Company proprietary software for use in computers that do not belong to the Company, or for any purpose other than authorized by the Company; and
- iv. Installing unauthorized software on the desktop (this is to prevent computer viruses from infecting the system).

2.5 MANAGEMENT AND SAFEGUARDING INFORMATION

All the Group's corporate, Portfolio Companies and employees' information are strictly private and confidential, and must be treated as such at all times. We will not divulge either directly or indirectly to any person or company, knowledge or information about the Group or Portfolio Companies to unauthorized people or use the information for personal gains. Every employee is expected to exercise judgement in seeking clarification or proper authorization prior to disseminating confidential, proprietary or sensitive information.

The obligation to preserve confidential and proprietary information continues even after employment ends.

2.5.1 Confidential Information

Confidential and proprietary includes:-

- i. Any information that is not generally known to the public and is helpful to the Company or the

- Group or would be helpful to competitors;
- ii. Information that suppliers, companies or business which the Company, through the Fund has invested in or is a potential investment (Portfolio Companies) have entrusted to us; and
 - iii. Technical information, data, know-how, sensitive policies and information relating to business, marketing strategies, financial condition, human resources matters and operations of the Company and all companies within the Group.

All confidential and proprietary information (defined above) including information in relation to securities, financial condition, earnings or activities of the Company, the Group and Portfolio Companies and information that is particularly sensitive which include knowledge of acquisitions and divestiture, new products or process, audit reports and earning figures and trends must remain confidential until it is fully and properly disclosed to the public upon appropriate authorisation. There shall be no release of such information to casual contacts made through the Internet or any other means of information dissemination.

2.5.2 Competitors' Proprietary Information and Trade Secrets

All information of competitors must be obtained with owner's consent and from legal sources. If information is obtained by mistake that may constitute a trade secret or confidential information of another business, or if we have questions about legality of information gathering, we should consult the ARMC, or Corporate Governance & Risk Management Department.

2.5.3 Insider Trading

Ekuinas strictly prohibits trading in the securities of any company, including equity, convertible securities, bonds, or stock indices, while in possession of material non-public information (inside information). This restriction applies to the Company's own securities as well as those of other companies within the Group, and covers transactions for Company accounts, Ekuinas Capital Sdn Bhd's account, or any personal account. A personal account refers to any account in which an employee has a financial or beneficial interest or the ability to influence investment decisions, whether directly or indirectly. This typically includes accounts belonging to spouses, domestic partners, children, household members, or accounts over which the employee exercises investment discretion.

Employees who believe they possess insider information must not execute any trade in the securities of the relevant company without first consulting the Compliance Officer or internal legal advisor, who will determine whether such transactions would breach Company policy or applicable laws. It is also strictly prohibited and illegal in many jurisdictions to disclose or ‘tip’ inside information to any other person if there is knowledge or reasonable suspicion that the recipient may misuse the information by trading in securities or passing it on further, even if no monetary benefit is received by the employee. Refer to our Insider Trading & Disclosure Policy for further details.

2.5.4 Personal Data Protection

We respect the privacy and confidentiality of personal data belonging to the Board of Directors, senior management, employees, business partners, and customers. Personal data must be kept secure and accessed only for legitimate and authorized purposes. Employees who handle such data are required to comply with all applicable laws, including the Personal Data Protection Act (PDPA). Appropriate measures must be taken when collecting, processing, disclosing, storing, or retaining personal data to ensure its integrity and security. Access to employment records is strictly limited to individuals with proper authorization and only for valid legal or business purposes. Employees also have the right to access their own records in accordance with applicable policies.

2.5.5 Intellectual Property

The Company’s policy is to recognize fully and respect the legal rights of others on matters involving the ownership, use and disclosure of intellectual property. This commitment includes avoiding any action that could result in the improper use of trademarks or service marks owned by another party. It also extends to preventing any unauthorized use or appropriation of designs, formulations, products, or any invention protected by a valid patent belonging to another party.

2.5.6 Recording and Storing of Information

All books, records and accounts are to be kept in a complete and accurate manner and:

- i. there can be no “special funds” or other accounts representing the Company assets, which are “off-the books” or otherwise maintained outside the Company’s normal financial accounts;
- ii. employee expense account reimbursements are to be only for proper and authorized business expenditures accurately described in such accounts;

- iii. fees and commissions to consultants, agents and other third parties must be legal, proper and reasonable in relation to customary commercial practice.

Storage media containing confidential data or licensed or copyrights software, must not be taken off-site by employees and contractors without consent and authorization from the owner or your immediate supervisor.

2.6 EQUAL OPPORTUNITIES

At Ekuinas we believe that the internal customer is as important as our external customers. As such, we shall conduct ourselves in a professional manner and in the best interest of the Company and demonstrate the highest regard for one another and shall treat each other with respect, avoiding any language or behaviour that intimates or offends others in any dealings with them.

Abusive, harassing or offensive conduct is unacceptable, whether verbal, physical or visual. We are encouraged to speak out when a co-worker's conduct makes us uncomfortable, and to report harassment when it occurs. We shall each be responsible for fostering an atmosphere that promotes good relations between one another.

Managers are to direct and manage their subordinates in the most effective and efficient manner and make fair decisions without discrimination based on the Company-provided guidelines and policies. Employees must not discriminate against any individual or group based on race, religion, gender, or disability. Furthermore, no employee should misuse their position, seniority, or any personal advantage to harass, intimidate, or exert undue influence over others.

2.7 COMMUNICATION AND SOCIAL MEDIA CONDUCT

To ensure professional and consistent responses, requests from the media should be forwarded to the Corporate Communication Department. Requests from financial analysts and shareholders should also be treated in the same manner.

The Company's social media sites shall be used for official business purposes only. All social media

activities via Ekuinas social media sites must be in accordance with the guidelines as set out herein and in the Ekuinas Communications Policy. Employees of Ekuinas and its portfolio companies should not post any political statements, anything contradictory or in conflict with information on Ekuinas media sites. Employees are expected to exercise good judgement and state clearly where necessary, that the views and opinions expressed are employees' alone and do not represent the views of the Company. Personal social media activities must not interfere with employees' work or productivity. Refer to Social Media Policy for further details.

3.0 STAKEHOLDER RELATIONS

3.1 SAFEGUARDING OUR REPUTATION

Ekuinas will not engage in business with parties that could harm the Company's reputation or those who deliberately and repeatedly violate the law. The Company will not do business with, or having any affiliation with, parties who fail to accept the organisation's core values and policies, or parties who may harm the company's reputation. All arrangements with third parties must comply with Company policies and applicable laws, and under no circumstances should a third party be used to perform any act prohibited by law or this Code. Ekuinas is committed to preventing money laundering and terrorist financing in all its business dealings in accordance with the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA). We will not knowingly engage in or facilitate any activity that involves illicit funds or attempts to disguise the origin of such funds.

Employees must not make payments to secure sales or obtain favourable treatment, nor use illegal or unethical methods to gain a competitive advantage, including obtaining information about competitors. Assistance or entertainment provided to third parties must never compromise, or appear to compromise, their integrity. Employees are prohibited from endorsing third-party products or services without the Company's prior approval. The Company's products and services must be marketed fairly and honestly, stressing their quality and value, without resorting to tactics that unfairly undermine competitors (in advertisements, demonstrations or by disparaging comments or innuendoes).

3.1.1 Non-Solicitation and Non-Compete Obligations

Employees must comply with the following during their employment:

- i. Avoid involvement in any external business that competes with Ekuinas' objectives or creates a conflict of interest;
- ii. Not using Ekuinas information, networks, or resources to benefit a competing entity; and
- iii. Declare of any external directorships, advisory roles, or outside commercial activities.

To preserve Ekuinas' business relationships, organisational stability and proprietary advantages, employees shall not, for a period of 12 months after leaving Ekuinas:

- i. Solicit or attempt to solicit any Ekuinas client, portfolio company, partner, or service provider for the benefit of another organisation or personal venture;
- ii. Induce, recruit or attempt to persuade any employee of Ekuinas to resign, join another organisation, or participate in competing activities;
- iii. Redirect investment opportunities, deal pipelines, or confidential insights acquired during their tenure to external parties; or
- iv. Be engaged, concerned or interested (whether as principal, agent, director, employee or consultant) in any business which is in competition with the business of Ekuinas.

3.2 RELATIONSHIP WITH CLIENTS/PORTFOLIO COMPANIES

We are committed to building enduring, trust-based relationships with clients and portfolio companies through integrity, professionalism, and transparency in all dealings. Employees must act honestly and fairly, ensuring that decisions are made objectively and in the best interests of the Company and its stakeholders. All interactions, whether face-to-face, in writing, or through electronic communication, must reflect the highest ethical standards and comply with applicable laws, regulations, and Company policies. We will not engage in conduct that compromises our reputation, creates conflicts of interest, or involves unethical practices to gain advantage. Assistance or entertainment provided must never compromise, or appear to compromise, impartiality or integrity.

3.3 DEALING WITH VENDORS, SUPPLIERS/CONTRACTORS

Business decisions and action must be based on the best interests of the Company and must not be motivated by personal considerations or relationships. Relationships with prospective or existing suppliers, contractors, competitors or regulators must not affect our independence and sound judgment when acting on behalf of the Company. Employees who are employed on a full-time basis are not allowed to work for, or receive payment for services from any competitors, customers, distributor or suppliers of the Company without the prior written approval of Management.

3.3.1 Purchasing and Procurement Practice

Purchasing decisions must be made based solely on the Company's best interest with proper agreement documented and clearly identifying the services or products to be provided, the basis for earning payment, and the applicable rate or fee. The amount of payment must commensurate with the services or products provided. All staff involved in procurement either directly or indirectly must comply with the features of sound procurement practices as follows:

- i. All vendors are to be treated equally and all are afforded the same information at the same time;
- ii. Ensure that no information leaks during the procurement process;
- iii. No conflict of interest through relationships, receipt of gifts etc. to ensure no favouritism amongst vendors. Any conflicts of interest (or potential thereof) through relationships or friendships with people in other companies invited by us to tender for any project must be declared to the Tender Committee (where applicable) or immediate supervisor. In a situation where there is evidence or suspicion of improper behaviour during a tender process or after its award, it must be reported to the Audit and Risk Management Committee or Corporate Governance & Risk Management Department.
- iv. There should be more than one bidder;
- v. There should be transparency, which ensures that the procurement process is auditable and justifiable, and can stand up to scrutiny;
- vi. There should be more than one company staff and function involved, which would ensure counter checks on the staff and visibility that not one person makes a decision; and
- vii. Getting the best deal for the Company and the process can stand up to scrutiny by any party.

An employee who has given the notice to resign and is serving the notice period, or an expatriate staff who is within three months of the end of his/her assignment/contract, is not allowed to make any commitments on behalf of the Company. Consultants (i.e. a person who is not a full-time or a full-time secondee from another company) are not allowed to make or approve any commitment on behalf of the Company.

3.3.2 Principles of Financial Accountability

All monetary commitments made on behalf of the Company must comply with the approved limits of authority. Employees are required to adhere strictly to these limits, and any violation will be regarded as a serious breach subject to disciplinary action. Requisition approvals must align with the established limits, and employees are prohibited from splitting purchases or contracts into smaller amounts to avoid approval by higher approving authority. Delegation of authority is permitted only to direct subordinates within the employee's functional area and must be specific to a defined task or time frame. Subordinates who receive delegated authority are not allowed to further delegate it.

We will follow all instructions on how to handle cash and other Company funds that we are responsible for. We will maintain tight control over the funds we are responsible for and report any non-compliance immediately to the appropriate channel. The Company's financial records will conform to generally accepted accounting principles. There must be no undisclosed or unrecorded funds or assets.

3.4 DEALINGS WITH GOVERNMENT OFFICIALS AND REGULATORS

Employees involved with business deals with government officials and/or government contract must comply with applicable laws and regulations. Employees are expected to co-operate with reasonable requests for information from government agencies and regulators, and to consult with relevant Ekuinas departments before responding to any non-routine requests. All information provided must be correct and accurate. We will not alter or destroy documents or records in response to an investigation or other lawful request. All payments made to Government officials or statutory bodies must be as per applicable law and regulations. This requirement applies both to employees and agents, such as service agents and dealers, irrespective of geographical location.

3.5 CONTRIBUTIONS TO POLITICAL PARTIES, NON-GOVERNMENTAL ORGANISATIONS (NGOS) AND NON-PROFIT ORGANISATIONS (NPOS)

No employee may propose that the Company make a political contribution without prior determination that such a contribution is lawful and no such proposal may be acted upon without the express approval or concurrence of the Board of Directors. Political contributions utilizing the Company's funds or other resources are not permitted to be made, directly or indirectly, to any political candidate or any political party except where such contributions are permitted by law and expressed permission has been given by Board of Directors.

Any contributions to be made on behalf of the Company to NGOs and NPOs must have prior written approval from the Board of Directors. Employees' personal involvement in such organizations, has to be done on your own expense and time. Employees are prohibited to be involved in such organisations' activities during work hours.

APPENDIX 1


CORPORATE GOVERNANCE & RISK MANAGEMENT
BUSINESS COURTESIES DECLARATION FORM

A. INFORMANT'S PARTICULARS			
NAME		STAFF NO	
DESIGNATION		DEPARTMENT/ COMPANY	

B. DETAILS OF BUSINESS COURTESIES			
COURTESIES RECEIVED		COURTESIES GIVEN OUT	
<i>Description of item received</i>		<i>Description of item given out</i>	
<i>Date Received :</i>		<i>Date Issued :</i>	
<i>Received from</i>		<i>Recipient</i>	
<i>Estimated value/ costs:</i>		<i>Actual costs: RM</i>	
<i>Reason / Purpose of courtesies</i>		<i>Justification for giving courtesies</i>	
<i>I hereby declare that the information provided above as true to the best of my knowledge and undertake to update Corporate Governance & Risk Management Department should there be any variation to the information already provided in this declaration.</i>			
DECLARED BY		VERIFIED BY	
DATE		DATE	HEAD OF DEPARTMENT

C. COURTESIES RECEIVED ABOVE RM500 RETURNED / REJECTED		FOR CORPORATE GOVERNANCE & RISK MANAGEMENT USE ONLY			
RETURNED BY:		RECEIVED BY		DATE	
DATE		REVIEWED BY			
WITNESS BY:		REMARKS			
DATE		DATE			

Notes:

1. All business courtesies shall be acknowledged by the respective HOD and declared to Corporate Governance & Risk Management Department.
2. Courtesies given out with value of more than RM500 shall require approval from CEO.
3. Courtesies valued less than RM500 which can be construed as given to influence decision making shall also require approval from CEO.