



**IOI PROPERTIES**

## **IOI PROPERTIES GROUP SUPPLIER CODE OF CONDUCT**

This Supplier Code of Conduct (“this Code”) sets out the requirements for IOI Properties Group Berhad’s (“IOIPG”) suppliers in relation to social, environmental and ethical compliance. This Code outlines IOIPG’s expectation of its suppliers in areas of ethics, human rights, employment and labour standards, safety and health, and environment.

This Code applies to the suppliers, contractors, sub-contractors and related persons (collectively referred as “the Supplier”) providing goods and/or services to IOIPG for whatever value or consideration amount.

### **Compliance with legal requirements**

- The Supplier must comply with all applicable laws, regulations and standards in every country where it operates.

### **Ethics**

- The Supplier shall not, directly or indirectly, offer, give, solicit or receive any kind of bribes, kickbacks or any other unlawful or unethical benefit that might be seen to be an activity or behaviour that could give rise to the appearance or suspicion of such conduct or the attempt thereof.
- The Supplier must not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

### **Community Engagement**

- The Supplier is encouraged to offer job opportunities and business opportunities to the local community within the geographical area in which it operates to encourage growth of the local economy.
- The Supplier is encouraged to make community engagement available through various channels to support community need and minimise socio-economic impacts.

### **Human Rights**

- The Supplier must acknowledge the basic human rights of all individuals.
- The Supplier shall not practise any form of child labour or forced labour within its business operations.

## **Diversity and Respect in the Workplace**

- The Supplier shall obey all existing laws, policies, standards and procedures related to work environment and shall respect their employees at the workplace.
- The Supplier must not engage or support any form of harassment or act of violence in the work environment.

## **Equal Opportunity Employment**

- The Supplier shall acknowledge the human rights of its employees and maintain an environment that is non-discriminatory towards race, religion, gender, age, social status, disability or nationality.
- The Supplier should uphold and respect their employees' right to collective bargaining and freedom of association for a decent work environment.

## **Safety and Health**

- The Supplier must comply with all laws and regulations of occupational safety and health in every country where it operates.
- The Supplier shall uphold the highest priority in providing a safe and healthy work environment for their employees.
- The Supplier must implement adequate measures, systems and trainings to minimise occupational safety & health risk to employees.

## **Environment**

- The Supplier must adhere to all relevant environmental legislation and standards in every country where it operates.
- The Supplier is encouraged to carry out reasonable best management practices (BMPs) to minimise environmental impacts i.e. pollution, energy use, water use, Greenhouse Gas emission etc. in areas where environmental legislation is absent or not enforced.
- The Supplier should minimise negative impacts towards biodiversity and climate change from their operations.
- The Supplier is encouraged to consider to source required material locally (within the country or region of operation) or from recognised sustainable source to minimise social or environmental impacts i.e. community livelihood and carbon footprint.

## **Privacy & Information Security**

- The Supplier will collect, use and process personal information (including from employees, business partners, customers and consumers) with reasonable care.
- The collection, use and processing of personal information shall comply with privacy and information security laws and regulatory requirements.

## **Responsibility**

- The Supplier shall uphold responsibility to ensure full compliance with all the provisions in this Code.
- The Supplier shall also comply with IOIPG's Anti-Bribery and Anti-Corruption Policy, a copy of which can be found at <https://www.ioiproperties.com.my/corporate-governance>