



SIN HENG CHAN (MALAYA) BERHAD
(Registration No.: 196201000185 (4690-V))

CODE OF BUSINESS CONDUCT AND ETHICS

(Reviewed and updated on 23 November 2022)



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1. BACKGROUND

- 1.1 Directors of Sin Heng Chan (Malaya) Berhad (“Company”) hold a position of trust with the public and other stakeholders as well as with each other, and with officers and employees of the Company. Appropriate standards of conduct and ethical behaviour are fundamental to the preservation of the Company and its subsidiaries’ (collectively, “Group”) reputation and the success of the Group’s operations. Members of the Board consider that the highest standards of business conduct and ethical behavior should govern the exercise of the duties and responsibilities as Directors and Employees of the Group.
- 1.2 Accordingly this Code of Business Conduct and Ethics (“the Code”) is established to reflect the Directors and Employees commitment to such standards.

2. INTRODUCTION

- 2.1 The object of the Code is to enhance public confidence and trust in the integrity, objectivity and impartiality of the Group.
- 2.2 The Code describes the standards of business conduct and ethical behavior for Directors and Employees in the performance and exercise of their responsibilities as Directors and Employees of the Group or when representing the Group.
- 2.3 No Code can offer a complete guide to cover all possible situations that might be encountered, and the Directors and Employees acknowledge that they must exercise judgment in applying the principles embodied in the Code to any particular situation. The provisions of this Code are in addition to, and not in substitution for, any obligation imposed upon a Director or Employee by agreement, common law, equity, statute or regulation. Compliance with this Code will not relieve a Director or Employee from any such obligations.



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3. PRINCIPLES

The principles on which this Code is based are as follows:

Duty to act in the best interest of the Group

- 3.1 Directors and Employees have a duty to act in the best interest of the Group and in accordance with the mandate of the Group.

Selflessness

- 3.2 Directors and Employees will take decisions with the interests of the Group in mind, and will not act to gain financial or material benefit for themselves, their family or friends.

Integrity

- 3.3 Directors and Employees will not place themselves under any financial or other obligation to any person that might reasonably be thought to influence them in the performance of their duties.

Objectivity

- 3.4 Directors and Employees will make decisions solely on merit when carrying out the business of the Group.

Accountability and Stewardship

- 3.5 Directors and Employees will consider issues on their merit, take account of views of others and ensure that the Group uses its resources prudently and in accordance with the law.

Openness

- 3.6 Subject to the restraints of the law, Directors and Employees will be as open as possible and give reasons about decisions and actions.

Honesty

- 3.7 Directors and Employees have a duty to act honestly and declare any private interests and take steps to resolve any conflicts arising in a way that protects the interest of the Group.



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Corporate Social Responsibility

- 3.8 Directors and Employees shall be conscious of the interest of shareholders, creditors and customers of the Group.
- 3.9 Directors and Employees will respect and uphold the Company's Corporate Social Responsibility Policy.
- 3.10 Directors should at all times promote professionalism and improve the competency of management and employees as well as ensure adequate safety measures and provide proper protection to workers and employees at the workplace.

Leadership

- 3.11 Directors and Employees have a duty to promote and support these principles by leadership and example.

Diversity and Inclusion

- 3.12 The Group recognizes the immense benefits brought to the Group by having a diverse multi-cultural and multi-disciplinary workforce. The Group is expected to respect and value the difference cultures, gender, religion and uniqueness of others.

4. THE EXPECTED STANDARDS OF CONDUCT AND ETHICS

Compliance with applicable laws

- 4.1 Directors and Employees shall comply with the laws and regulations governing their conduct. Directors and Employees have a responsibility to be sufficiently familiar with any legislation or regulations that apply to their position and/or work and to be to recognize potential liabilities, seeking legal advice where appropriate in accordance with the policy on external advice³.
- 4.2 Directors and Employees must not engage in or give the appearance of being engaged in any illegal or improper conduct that is in violation of this Code or that indicates a casual attitude towards compliance with laws, regulations or this Code.

³ Refer to Policy on Independent Professional / External Advice



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Compliance with the Group's policies

- 4.3 Directors and Employees have a responsibility to be knowledgeable regarding the Group's policies, and to comply with these policies.

Exercise of duties, act honestly and in the best interests of the Group

- 4.4 Directors and Employees shall, at all times, act honestly and in the best interests of the Group and use reasonable diligence in the discharge of the duties of his or her office.
- 4.5 Certain Directors and Employees may be subject to other specific obligations relating to their conduct and ethical behavior by virtue of the office(s) they may hold, from time to time, in the public sector. Such Directors or Employees would need to take steps to resolve any conflicts arising in a way that protects the Group.

Duty not to make improper use of information or do anything which may be detrimental to the interest of the Group.

- 4.6 A Director or officer of a company shall not, without the consent or ratification of the members of the Group –
- (a) use the property of the Group;
 - (b) use any information acquired by virtue of his position as a director or officer of the Group;
 - (c) use his position as such director or officer;
 - (d) use any opportunity of the Group which he became aware of, in the performance of his functions as the director or officer of the Group; or
 - (e) engage in business which is in competition with the Group,
- to gain directly or indirectly, a benefit for himself or any other person, or cause detriment to the Group.
- 4.7 Directors acknowledge their common law duty, as fiduciaries, to subordinate their own personal interests to those of the Group.



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- 4.8 Directors shall disclose immediately all contractual interests whether directly or indirectly with the company.

Maintain the highest standards and uphold Corporate Values

- 4.9 Directors and Employees shall maintain the highest standard of ethical behavior and business conduct in the performance and exercise of their responsibilities as Directors or Employees of the Company or when otherwise representing the Company and uphold the Corporate Values of the Company.
- 4.10 Directors shall further conduct themselves in a manner that reflects the overall spirit of the Code.

Confirmation of receipt

- 4.11 To acknowledge their commitment to abide by the provisions of the Code, each Director and Employee shall sign the confirmation of receipt of the Code in the form attached in the Appendix 1 upon taking office or as soon as practicable and return it to the Human Resource Department.

5. CONFLICT OF INTEREST CODE

Directors and Employees have full knowledge of the Group's Conflict of Interest Code and agree to comply with the provisions of such Code.

6. CONFIDENTIALITY

Directors and Employees shall fully respect the confidentiality of the information they obtain because of their office.

7. PUBLIC COMMENT

- 7.1 Directors and Employees shall refrain from any public discussion, in the media or otherwise, regarding the Company's business, affairs, policies or organization.



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- 7.2 Only a designated spokesperson is authorised to issue a statement or make comments regarding the Group's position on a given subject. Where a Director or Employee is asked to comment publicly on any issue relating to the Group's affairs, the Director or Employee shall decline to comment and refer to the enquiry to the Executive Director of the Group.

8. FUNDAMENTAL RIGHTS

The Group is committed to providing all Directors, officers and employees with an environment that respects their basic human rights and that is free from discrimination and harassment. Each Director and Employee is responsible for taking all reasonable precautions to not demonstrate behavior that can be reasonable construed as discrimination or harassment. All matters of concern can be channelled to Managing Director or any of the Independent Non-Executive Directors.

9. PERSONAL AND FAMILY RELATIONSHIPS

- 9.1 A Director who has a personal or family relationship with another Director, officer or employee of the Company that could affect the credibility of the Company or the actions of the Director must be disclosed to the Board.
- 9.2 A Director who has a personal or family relationship with another Director, officer or employee of the Company must take steps to ensure that the relationship will not affect the credibility or reputation of the Company.
- 9.3 All disclosures to the Code shall be kept strictly confidential amongst the Board.

10. ANTI-MONEY LAUNDERING

Money laundering is the process of concealing, converting and transferring proceeds from unlawful activities to a legitimate source of income or asset. Money laundering is an offence under the AMLCFT in Malaysia.

The Group strictly prohibits any such activity or exposure to such activity and following any discovery of such acts or concerns, is committed to informing the authorities or having the Whistleblower policy being invoked.



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11. DISCLOSURE OF WRONGDOING OR BREACHES OF THE CODE

Any Director or Employees who has come across the wrongdoings or information, is required to report on :

- (a) the conduct of another Director, officer or employee of the Company whom the Director or Employee has reasonable grounds to believe has done something unethical or illegal; and
- (b) breaches of this Code, including violations of laws, rules, regulations or the Group's policies.

12. FAILURE TO COMPLY

Where a Director or Employee constitutes a breach of the Code, the Board or Management may recommend that the Director or Employee be removed from office.

13. POST-DIRECTORSHIP

Directors must adhere to this Code, as applicable, for such period as may be required by law or as may be reasonable after leaving office.

14. REVIEW OF THE CODE

The Board shall review and reassess the adequacy of the Code periodically and make such amendments to the Code as the Board may deem appropriate.

The Code of Ethics for Directors was reviewed by the Board on 23 November 2022.



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Appendix 1

CONFIRMATION OF RECEIPT FORM

I acknowledge that I have received a copy of the Code of Business Conduct and Ethics from Sin Heng Chan (Malaya) Berhad.

I have read the above-mentioned Code and agree to abide by the standards set out therein for the term of my office on the Board of Directors of Sin Heng Chan (Malaya) Berhad and for such period after leaving the service of the Company, as may be applicable to the Code or any provisions of the law.

Signature

Name

Date