

3E PRECISION Sdn. Bhd. is committed to conducting business in an ethical, socially and environmentally responsible manner. To embrace and uphold these high standards of integrity values and operating principles, 3E PRECISION requires its suppliers to operate in accordance with the principles in this Supplier Code of Conduct (“Code”) and in full compliance with all applicable laws and regulations.

This Code outlines the standards of business conduct 3E PRECISION expects from but not limited to direct and indirect suppliers, contractors, consultants, business advisors, business associate or any person including their employees, agents, suppliers, sub-contractors and related entities (collectively, the “Supplier”) in the application of high legal, ethical, environmental and employee-related commitments in provision of goods and/or services to 3E PRECISION.

1. ETHICS

1.1 Anti-Bribery and Corruption

Suppliers shall comply with all applicable anti-corruption laws and regulations that may be considered as bribery, corruption and prohibited business practices under Malaysian law or in the jurisdictions where it may operate. Supplier shall not offer or accept bribes, kickbacks, facilitation payments or other inducement to obtain an undue or improper gain in any commercial, contractual, regulatory or personal advantage.

1.2 Gifting

Any offering or solicitation of personal or business gift and hospitality should not be given or received by 3E PRECISION Supplier personnel or representative in return for improper advantage or preferential treatment and/or in circumstances that create the appearance of impropriety with respect to any proposed, pending, current or after the procurement process. However, as a gesture to build business rapport may be acceptable but considerations are to be taken on its purpose, character of gifts and hospitality whether cultural, material, reasonable, justifiable and is proportionate.

1.3 Fair Business and No Collusion

It is the obligation of Supplier to commit in a free and fair competition business practice. Supplier shall not engage in price fixing, bidding, share competitive information, undertake any collusive conduct or other unfair trade practices with any other third party to 3E PRECISION. This includes receiving direct or indirect benefits from third parties, for example, hidden commissions.

1.4 Money Laundering

Supplier shall abide by applicable anti-money laundering laws and conduct its business with reputable vendors, consultants and business partners in legitimate business activities from legitimate sources.

1.5 Conflict of Interest

Supplier must recognise any interest held in their business by employees of 3E PRECISION. Supplier must make a disclosure to 3E PRECISION to avoid any conflicts of interest it could possibly have in connection with its business dealings with 3E PRECISION.

1.6 Data Privacy and Security

Supplier shall undertake to protect and safeguard all confidential information disclosed, given access to, communicated or provided by 3E PRECISION, which may include private and sensitive information. No transfer or sharing of any confidential information shall be made available to any third party without the written consent of 3E PRECISION.

1.7 Protection of Intellectual Property

Supplier shall respect the intellectual property rights, including trademarks and process designs, manage technology and knowhow and protect 3E PRECISION's confidential and proprietary information.

2. LABOUR AND HUMAN RIGHTS

2.1 Discrimination and Harassment

Supplier shall provide fair and equal employment opportunities to employees including salary, benefits, advancement, discipline, termination irrespective of race, religion, gender, nationality, age or disability. Supplier will treat each employee with respect and dignity, free from unlawful harassment and discrimination. Supplier shall comply with laws and regulations governing the minimum wages, maximum hours of work, piece work and other elements of compensation and overtime pay, legally mandated benefits and shall be paid on time.

2.2 Sexual Harassment

Supplier shall prohibit conduct and behaviour that constitutes sexual harassment between members of opposite sex or members of same sex. Physical abuse, verbal or non-verbal forms of intimidation shall be prohibited.

2.3 Forced and Child Labour

Supplier shall uphold the human rights of its employees and will not participate in the any form of forced labour including child labour and human trafficking. Supplier shall not employ any worker younger than the minimum age requirement stipulated in local labour laws and regulations. Supplier shall not have withheld any part of employee's salary, benefits, property or documents (e.g. travel documents, identity cards) to force to continue serving the Supplier. Employees must have the freedom of movement and able to leave supplier factory / facility.

2.4 Freedom of Association

Supplier shall recognise the right and freedom of association of its employees in accordance with local laws. Supplier shall prohibit union membership status being considered as a condition of hire or employment.

3. ENVIRONMENTAL

3.1 Health and Safety

Supplier shall take responsibility to provide employees with a safe and healthy work environment in compliance with all applicable laws and regulations. There must be access to appropriate and adequate facilities in fire safety measures, lighting and ventilation, drinkable water and proper sanitation to remove and/or minimise hazards and accidents. Supplier shall ensure workers are provided with job-related, appropriate personal protective equipment and instructions on its proper use.

3.2 Protection of Environment

Supplier to comply to all applicable statutory laws and standards and will otherwise conduct their business in ways that protect and preserve the environment. Policies and controls in place to mitigate environmental risks and impacts which include but not limited to pollution, air emission, hazardous substance and waste disposal.

4. MONITORING

4.1 On-site Audits

3E PRECISION and/or an authorised third party acting on our behalf may verify Supplier documentation to demonstrate its compliance to the Supplier Code of Conduct on-site. Supplier shall provide access to those documents upon request by 3E PRECISION for review.

4.2 Reporting of Improper Activities / Whistle Blowing

Any irregular business dealings or violations of Supplier Code between suppliers and employees or any third party must be reported in confidence directly to the Risk Management Committee Group members by emailing the incident at whistleblowing@3eprecision.com.

4.2.1 You can also reach the members by direct calling or message as state below :

- (i) David Chin (Production Manager), Contact No: +60108232320
- (ii) Stella Si (Senior HR Assistant), Contact No: +60127099630
- (iii) Sharon Ho (Junior HR Assistant), Contact No: +60189551218

4.2.2 The details on the report must be included as per below details :

- (i) Name of Reporter, you can leave as anonymous
- (ii) Date & Time of Incident ?
- (iii) What is the incident ?
- (iv) Where that the incident happen ?
- (v) Is there any witness of the incident ?
- (vi) Are there any other parties involved other than the suspect stated above?



3E PRECISION Supplier Code of Conduct

DECLARATION OF ACCEPTANCE OF THE SUPPLIER CODE OF CONDUCT

We acknowledge that we have received 3E PRECISION Supplier Code of Conduct and agree to abide by the code which is a fundamental condition of the contractual relationship with 3E PRECISION.

Supplier Company Name : _____

Supplier Address : _____

Signature of Director/Business Owner :

Name :

Company Stamp

Date :

This "Declaration of Acceptance of the Supplier Code of Conduct" must be signed by Director of the company or Business Owner."