

# **RESPONSIBLE BUSINESS ALLIANCE & EMPLOYEE CODE OF CONDUCT ACTING WITH INTEGRITY**



## Message from Mr. Chong Fut Ling



Whether it's improving on RESPONSIBLE BUSINESS ALLIANCE CODE OF CONDUCT, safety, and reliability, delivering better service for our customers, acting with integrity, or earning back their trust and confidence, all of us at CEC Electrical Engineering SDN BHD are working hard to ensure that our company is on a solid foundation for the future providing the upmost service to our clients.

Strong performance is critical to our success, but just as important is how we go about achieving results—with honesty and respect, without taking shortcuts, and by operating ethically and with integrity in all that we do. To help guide and align our behaviours as we make business decisions that impact our daily operations, we rely on our RESPONSIBLE BUSINESS ALLIANCE & EMPLOYEE CODE OF CONDUCT ACTING WITH INTEGRITY which outlines our values describes our standards for conduct, compliance, and avoiding conflicts of interest. It supports our continuing commitment to honest and ethical conduct and compliance with both the letter and the spirit of all laws, rules, and regulations, and our company's policies, standards, and procedures.

Use our values and this Code as guides whenever you have a question about the right thing to do. For additional guidance, you should talk to your supervisor or EHS/HR Compliance Manager.

Thank you for your ongoing commitment to delivering safe, reliable, and electric engineering service—and doing so ethically and with complying all the legal requirements.

Chong Fut Ling  
Managing Director  
CEC Electrical Engineering SDN BHD

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## Our Values

**Our values guide our behaviour, and collectively, our behaviours determine how we are perceived as a company. We act with integrity and communicate honestly and openly:**

- Deal with people and issues openly, directly, and respectfully
- Take actions that are consistent with words
- Do the right thing in the first time
- Openly give, invite and receive coaching and feedback

**We are passionate about meeting our customers' needs and delivering for our stakeholders:**

• Demonstrate a passion for understanding and meeting the needs of our customers and stakeholders

- Take active responsibility for the quality of service we provide to customers and others
- Are open to change and readily implement better ways of doing things
- Have high performance expectations and a mindset of excellence

• Are innovative in identifying new opportunities and approaches for our customers and ourselves we are accountable for all our own actions: these include safety, protecting the environment, and supporting our communities:

• Maintain an absolute commitment to safety for ourselves and others

• Take accountability for actions, decisions, and results vs. blaming

• Demonstrate through actions a commitment to the well-being of the community and the environment

- Can be counted on to deliver and meet goals and objectives
- Have a "can do" attitude and being positive mindset

**We work together as a team and are committed to excellence and innovation:**

- Take ownership of team goals and are accountable for own part in the process
- Promote teamwork among groups; discourage "we vs. they" thinking

- Listen to input from teammates to reach the best solution
- Hold ourselves and others accountable for results
- Work to create partnerships and to collaborate across functions

**We respect each other and celebrate our diversity:**

- Treat fellow employees and customers with respect
- Appreciate and value each other and our diverse backgrounds and life experiences
- Actively seek to understand and include others regardless of differences
- Effectively collaborate as a member of a diverse team; seek out diversity of thought

## Introduction

This Code of Conduct establishes a set of standard expectations for employee conduct. You must not engage in any on-duty conduct that would impair your job performance, cause damage to CEC Electrical Engineering SDN BHD, client or public property, jeopardize your safety or the safety of others, or negatively affect CEC Electrical Engineering SDN BHD reputation or image.

If you are off-duty and wearing clothing with a CEC Electrical Engineering SDN BHD logo or driving a vehicle with the CEC Electrical Engineering SDN BHD, be mindful that the public sees you as representing CEC Electrical Engineering SDN BHD, and your conduct affects the company's reputation and image.

If you have supervisory or lead responsibilities, you have additional responsibility to take these actions:

- Educate your employees on this Code of Conduct and the requirements applicable to your employees' work activities.
- Promote compliance with this Code of Conduct and other relevant policies, standards, and procedures.
- Report suspicions or allegations of employee misconduct in accordance with company procedures.

This Code of Conduct is not intended to supersede any other applicable legal or regulatory requirements or any other federal, state, or local governmental entity.

## Compliance Obligations

You are responsible for knowing and complying with the requirements applicable to your work activities, including those described in this Code and those described in company guidance documents (policies, standards, procedures, and manuals).

Please use all these resources, and good judgment, to guide your actions and decisions.

## Adherence to the Code of Conduct

CEC Electrical Engineering SDN BHD strives to demonstrate the highest standards of ethical conduct. The company does not grant waivers to its conduct, conflict of interest and compliance standards. Check with your supervisor if you have any questions.

## Discipline

Failure to comply with this Code or company guidance documents may result in disciplinary action or termination. Discipline decisions can vary depending on the severity of the misconduct and the employee's disciplinary record, years of service, and job duties. Contact your Human Resources representative for help in determining appropriate discipline.

There are some serious violations of the Code that may result in termination including:

- Intoxication of alcohol or drug
- Acts or threats of violence
- Accessing or storing sexually suggestive or explicit materials using company assets, including computers, mobile phones, or other electronic devices
- Falsification of company records

On safety matters, CEC Electrical Engineering SDN BHD takes a behaviour-based approach to discipline. Discipline is considered only when an employee acts in a reckless manner, demonstrates a pattern of carelessness or non-compliance, puts the employee, co-workers, or the public at risk by intentionally violating the Keys to Life or the Code of Conduct.

## Raising Concerns

We are all expected to communicate honestly and openly with supervisors and others in leadership positions and, in good faith, raise concerns—including those about safety, possible misconduct, and violations of laws, regulations or internal requirements.

When concerns are raised, employees in supervisory and other leadership positions are expected to:

- Listen to understand
- Take concerns seriously
- When appropriate, contact internal resources to investigate
- Take any appropriate action in response to investigation findings
- In a timely manner, follow-up with the employee that raised the concern adversely changing an employee's condition of employment for a non-business reason (i.e., "retaliating") is not acceptable. Employees in supervisory and other leadership positions may not retaliate, tolerate retaliation by others, or threaten retaliation.

## Investigations

CEC Electrical Engineering SDN BHD takes allegations of misconduct seriously and takes appropriate action. All reported violations of the Code of Conduct are investigated by one or more of the following:

- Director
- Human Resources
- EHS / HR Compliance Manager

Never obstruct or fail to cooperate with an investigation.

## Responsible Business Alliance Code of Conduct

### Labor

CEC ELECTRICAL ENGINEERING SDN BHD are committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community. This applies to all workers including temporary (contract basis), student, subcontract, direct employees, and any other type of worker which is not spell out in this document.

The labor standards are:

a) Freely Chosen Employment

Forced, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted. This includes transporting, harbouring, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services. There shall be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company. As part of the hiring process, all workers must be provided with a written employment agreement that contains a description of terms and conditions of employment.

All work must be voluntary, and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given as per worker's contract. Workers shall not be required to pay employers' agents or sub-agents' recruitment fees or other related fees for their employment.

Limitation on advanced requested by employee shall refer to Employment Act 1955 section 22 accordingly.

We strictly do not allow any form of forced, bonded, involuntary, or exploitative prison, trafficked or slave labor. All employees are freely to voice out via whistleblower platform channel.

All successful candidates will be provided the appointment letter in English and if any of candidate want in native language they can request from the Human Resources department as well.

All employee identification and personal documentation shall send a copy to Human Resources. Original documentation shall not handover neither held by any department in CEC Electrical Engineering SDN BHD.

We do not with no unreasonable restriction on the movement of our workers and their access to perform to basis liberties i.e. basic rights; economic liberties; enabling; freedom of

expression; freedom of speech; moral powers; political legitimacy; political satire etc.

### **Young Workers**

CEC ELECTRICAL ENGINEERING SDN BHD will only hire workers with above 18 years of age. We will ensure that we comply with EMPLOYEMNT ACT 1955 & CHILDREN AND YOUNG PERSONS (EMPLOYEMENT ACT 1966 (ACT 350)).

Any internship student who wishes to have a training with our company shall also above 18 years of age and shall mandatorily have proper training from their respective institution.



It's also the responsibility of our subcontractors to ensure that all their workers are above 18 years of age. Subcontractors shall provide the workers details together with a copy of their identification prior job start. Follow the procedure PROCESS FLOW CHART HR & Payroll – New Employees/Apprentice/Internship Process Flowchart -WI 6-0

## **Workers**

### **a) Working Hours**

Working hours are not to exceed the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations. All overtime must be voluntary. Workers shall be allowed at least one day off every seven days. In the event of any unusual situation each worker is allowed to work for 12 hours only. Rotating of workers will be arranged and scheduled promptly in the event of any abnormality i.e. emergency or shutdown.

All employees should thumbprint the attendance as clocking in and out. If any failure of the thumbprint equipment the manual recording should be practice with the acknowledgment of site supervisor.

Overtime rate, annual leave ,medical leave and hospitalization leave will be followed promptly as EMPLOYEMNT ACT 1955.

### **b) Wages and Benefits**

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed.

We do not deduct or reduce any of our employees for any disciplines which lead to issue to company.

### **c) Humane Treatment**

There is to be no harsh or inhumane treatment including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated

to workers. Any complaint will be investigated and discusses in the Domestic Inquiry for appropriate action. All employees shall use the whistleblower platform to raise their concerns if they feel that they are one of the above victims. (Fair Treatment Of Workers) .

#### **d) Non-Discrimination/non-harassment**

Workers should be committed to a workplace free of harassment and unlawful discrimination. CEC ELECTRICAL ENGINEERING SDN BHD shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests or physical exams that could be used in a discriminatory way.

#### **e) Freedom of Association**

In conformance with local law, CEC ELECTRICAL ENGINEERING SDN BHD respect the right of all workers to form and join trade unions of their own choosing, to bargain collectively, and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation, or harassment.

CEC ELECTRICAL ENGINEERING SDN BHD allow the formation of trade union without any restriction and in which:

- a) Workers can form trade union.
- b) Workers can join/enrol on their own.
- c) Worker's concern is considered promptly and taken into consideration.

### **HEALTH AND SAFETY**

CEC ELECTRICAL ENGINEERING SDN BHD recognize that in addition to minimizing the incidence of work-related injury and illness, a safe and healthy work environment enhances the quality of products and services, consistency of production and worker retention and morale. CEC ELECTRICAL ENGINEERING SDN BHD recognize that ongoing worker input and education are essential to identifying and solving health and safety issues in the workplace.

The health and safety standards are:

## **Occupational Safety**

Worker potential for exposure to health and safety hazards (chemical, electrical and other energy sources, fire, vehicles, and fall hazards, etc.) are to be identified and assessed, mitigated using the Hierarchy of Controls, which includes eliminating the hazard, substituting processes or materials, controlling through proper design, implementing engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), and providing ongoing occupational health and safety training. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment, and educational materials about risks to them associated with these hazards.

## **Emergency Preparedness**

Potential emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including emergency reporting, employee notification and evacuation procedures, worker training, and drills.

Emergency drills must be executed at least annually or as required by local law, whichever is more stringent. Emergency plans should also include appropriate fire detection and suppression equipment, clear and unobstructed egress, adequate exit facilities, contact information for emergency responders, and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment, and property.

CEC ELECTRICAL ENGINEERING SDN BHD has established Business Continuity Management to control and managed any related emergency situations.

## **Occupational Injury and Illness**

Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness, including provisions to encourage worker reporting, classify and record injury and illness cases, provide necessary medical treatment, investigate cases and implement corrective actions to eliminate their causes, and facilitate the return of workers to work.

## **Industrial Hygiene**

Worker exposure to chemical, biological, and physical agents is to be identified, evaluated, and controlled according to the Hierarchy of Controls. If any potential hazards were identified, participants shall look for opportunities to eliminate and/or reduce the potential hazards. If elimination or reduction of the hazards is not feasible, potential hazards are to be controlled through proper design, engineering, and administrative controls. When hazards cannot be adequately controlled by such means, workers are to be provided with and use appropriate, well-maintained, personal protective equipment free of charge. Protective programs shall be ongoing and include educational materials about the risks associated with these hazards.

### **Physically Demanding Work**

Worker exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing, and highly repetitive or forceful assembly tasks is to be identified, evaluated, and controlled.

### **Machine Safeguarding**

Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks, and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.

### **Sanitation, Food, and Housing**

Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities.

### **Health and Safety Communication**

CEC ELECTRICAL ENGINEERING SDN BHD provide workers with appropriate workplace health and safety information and training in the language of the worker or in a language the worker can understand for all identified workplace hazards that workers are exposed to, including but not limited to mechanical, electrical, chemical, fire, and physical hazards. Health and safety related information shall be clearly posted in the facility or placed in a location identifiable and accessible by workers. Training is provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise any health and safety concerns without retaliation. Workers can always communicate back to their superior or site safety personnel for any concerns or feedback.

## **ENVIRONMENT**

CEC ELECTRICAL ENGINEERING SDN BHD recognize that environmental responsibility is integral to provide all electrical services. Participants shall identify the environmental impacts and minimize adverse effects on the community, environment, and natural resources within their manufacturing operations, while safeguarding the health and safety of the public.

The environmental standards are:

#### **Environmental Permits and Reporting**

All required environmental permits (e.g. discharge monitoring), approvals, and registrations are to be obtained, maintained, and kept current and their operational and reporting requirements are to be followed.

#### **Pollution Prevention and Resource Reduction**

Emissions and discharges of pollutants and generation of waste are to be minimized or eliminated at the source or by practices such as adding pollution control equipment; modifying production, maintenance, and facility processes; or by other means. The use of natural resources, including water, fossil fuels, minerals, and virgin forest products, is to be conserved by practices such as modifying production, maintenance and facility processes, materials substitution, re-use, conservation, recycling, or other means.

### **Hazardous Substances**

Chemicals, waste, and other materials posing a hazard to humans or the environment are to be identified, labeled, and managed to ensure their safe handling, movement, storage, use, recycling or reuse, and disposal. Any usage of hazardous substances has to get the approval from the EHS/HR/Compliance Manager prior purchase.

### **Solid Waste**

CEC ELECTRICAL ENGINEERING SDN BHD implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous).

### **Materials Restrictions**

CEC ELECTRICAL ENGINEERING SDN BHD adhere to all applicable laws, regulations, and customer requirements regarding the prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.

### **Energy Consumption and Greenhouse Gas Emissions**

CEC ELECTRICAL ENGINEERING SDN BHD are to look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

## **ETHICS**

To meet social responsibilities and to achieve success in the marketplace, Participants and their agents are to uphold the highest standards of ethics including:

### **Business Integrity**

The highest standards of integrity are to be upheld in all business interactions. CEC ELECTRICAL ENGINEERING SDN BHD have a zero-tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement.

### **No Improper Advantage**

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given, or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. Monitoring, record keeping, and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

#### Disclosure of Information

All business dealings should be transparently performed and accurately reflected on the CEC ELECTRICAL ENGINEERING SDN BHD business books and records. Information regarding participant's labor, health and safety, environmental practices, business activities, structure, financial situation, and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

#### Intellectual Property

Intellectual property rights are to be respected, transfer of technology and know-how is to be done in a manner that protects intellectual property rights, and customer and supplier information is to be safeguarded.

#### Fair Business, Advertising and Competition

Standards of fair business, advertising, and competition are to be upheld.

#### Protection of Identity and Non-Retaliation

Programs that ensure the confidentiality, anonymity, and protection of supplier and employee whistleblowers are to be maintained, unless prohibited by law. CEC ELECTRICAL ENGINEERING SDN BHD have a communicated process for their personnel to be able to raise any concerns without fear of retaliation. Our whistleblowers channel is via email [komarasamy@cec-eng.com.my](mailto:komarasamy@cec-eng.com.my) ; [cec\\_electrical@outlook.com](mailto:cec_electrical@outlook.com) or handphone 019 6751527 EHS/HR /Compliance Manager

#### Responsible Sourcing of Minerals

CEC ELECTRICAL ENGINEERING SDN BHD adopt a policy and exercise due diligence on the source and chain of custody of the tantalum, tin, tungsten, and gold in the products they manufacture.

#### Privacy

CEC ELECTRICAL ENGINEERING SDN BHD are to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers, and employees. Participants are to comply with privacy and information

security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

## MANAGEMENT SYSTEMS

CEC ELECTRICAL ENGINEERING SDN BHD establish a management system with a scope that is related to the content of this Code. The management system shall be designed to ensure: (a) compliance with applicable laws, regulations and customer requirements related to the participant's operations and products; (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It should also facilitate continual improvement.

The management system should contain the following elements:

### Company Commitment

Corporate social and environmental responsibility policy statements affirming Participant's commitment to compliance and continual improvement, endorsed by executive management, and posted in the facility in the local language.

### Management Accountability and Responsibility

The Participant clearly identifies senior executive and company representative(s) responsible for ensuring implementation of the management systems and associated programs. Management Meeting reviews the status of the management systems on a regular basis.

### Legal and Customer Requirements

A process to identify, monitor and understand applicable laws, regulations, and customer requirements, including the requirements of this Code.

### Risk Assessment and Risk Management

A process to identify the legal compliance, environmental, health and safety and labor practice and ethics risks associated with Participant's operations. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

### Improvement Objectives

Written performance objectives, targets and implementation plans to improve social, environmental, and health and safety performance, including a periodic assessment of Participant's performance in achieving those objectives.

### Training

Programs for training managers and workers to implement Participant's policies, procedures, and improvement objectives and to meet applicable legal and regulatory requirements.

### Communication

A process for communicating clear and accurate information about Participant's policies, practices, expectations, and performance to workers, suppliers, and customers.

### Worker Feedback, Participation and Grievance

Ongoing processes, including an effective grievance mechanism, to assess workers' understanding of and obtain feedback on or violations against practices and conditions covered by this Code and to foster continuous improvement. Workers must be given a safe environment to provide grievance and feedback without fear of reprisal or retaliation.

### Audits and Assessments

Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code, and customer contractual requirements related to social and environmental responsibility.

### Corrective Action Process

A process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations, and reviews.

### Documentation and Records

Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

### Supplier Responsibility

A process to communicate Code requirements to suppliers and to monitor supplier compliance to the Code.

## Employee Conduct Standards

### Safety

The safety of the public, employees and contractors is our highest priority. The company's commitment to a safety-first culture is reinforced with our Safety Principles, Safety Commitment, Personal Safety Commitment and Keys to Life. These tools were developed in collaboration with CEC



Electrical Engineering SDN BHD employees and leaders are intended to provide clarity, support and confidence as employees strive to take personal ownership of safety at CEC Electrical Engineering SDN BHD.

### **Safety Principles**

Nothing is more important than public and employee safety.

We must create an environment at CEC Electrical Engineering SDN BHD where employees feel free to raise all safety-related issues without peer pressure or fear of reprisal. This includes near miss, unsafe condition, and unsafe situations of any kind.

We must encourage open and honest communication on safety, so that we identify and eliminate unsafe situations and avoid incidents and injuries.

To enhance safety and prevent future incidents, we will adopt a voluntary non-disciplinary self-reporting system for unsafe occurrences and hazardous situations.

We acknowledge safe behaviour and practices to encourage our employees and to reinforce continuous learning.

CEC Electrical Engineering SDN BHD takes a behaviour-based approach to discipline. Inappropriate discipline is considered only when an employee acts in a reckless manner; demonstrates a pattern of carelessness or non-compliance; puts the employee, co-workers, or the public at risk by intentionally violating the Code of Conduct.

### **CEC Electrical Engineering SDN BHD Safety Commitment**

- We will train, equip, and qualify our people to work safely.
- We will design, build, operate and maintain our systems with the highest regard for the safety and well-being of all.
- We will identify and address the underlying causes of incidents to prevent them from recurring.

### **Personal Safety Commitment**

- I will make my personal safety and the safety of my co-workers and the public my highest priority.
- I will make sure I understand how to do the work safely before I start the job.

- I will speak up about safety concerns.
- I will look for safety hazards and intervene to stop unsafe acts.
- I will close out and properly document my work.

### **Keys to Life**

To assure your safety and that of your co-workers and the public:

- Follow safe driving principles
- Use appropriate life-saving personal protective equipment (PPE)
- Follow electrical safety testing and grounding rules
- Follow clearance and energy lock-out rules
- Follow confined space rules
- Follow suspended load rules
- Follow safety at heights rules
- Follow excavation procedures
- Follow hazardous environment procedures Our expectation is that all employees and contractors of CEC Electrical Engineering SDN BHD, individually and as a group, share the responsibility for safety performance at CEC Electrical Engineering SDN BHD or at client area.

Ensure that the work environment is safe by identifying and controlling unsafe conditions and occupational and public safety hazards. When operating a vehicle on CEC Electrical Engineering SDN BHD business, make sure you have a valid driver's license, comply with the state vehicle code, and always operate the vehicle safely. Always follow the road local provision law to ensure your safety and other users. Help and encourage others to work safely, and always place safety first.

Immediately report to your supervisor all occupational injuries and illnesses, injuries to non-employees, damage to property resulting from CEC Electrical Engineering SDN BHD business activities, and any unsafe conditions that you cannot safely correct. You also can contact the 24-hour Safety Helpline at **+606 019 675 1527** or during office hour **+606 282 2934**.

### **Fitness for Duty**

You are expected to be mentally and physically fit for work, to report to work fit for duty, and to remain fit while on duty. While on duty, you may not be under the influence of alcohol or any drugs

that impair your ability to perform your work safely and efficiently. Never use, possess, sell, offer to sell, transfer, provide, share, or purchase illegal drugs while on duty or on CEC Electrical Engineering SDN BHD property or be in possession or under the influence of medication prescribed for someone other than you.

You also must comply with your specific organization's alcohol and drug standards and any other fitness-for-duty regulations that apply to your job.

Tell your supervisor if you're taking prescription drugs or over-the-counter medications that you reasonably believe could affect your ability to work safely or efficiently.

### **Use of Alcohol**

Never report to work under the influence of alcohol. You may not consume alcohol while on duty, including lunches and during overtime meals, or on company property. Exception: officers and directors may authorize, in advance, the consumption of alcohol for special occasions or for certain business meetings as long as such use is limited and does not violate other legal requirements.

You may not operate a CEC Electrical Engineering SDN BHD-owned, leased, or rented vehicle after consuming alcohol, even if consumption is permitted under the exception described above. You may not transport alcohol in a CEC Electrical Engineering SDN BHD-owned, leased, or rented vehicle unless you have the prior consent of an officer or a director. Do not transport or keep any items that is prohibited according to legal requirement i.e. drug, explosive material etc.

Employees who violate this alcohol conduct standard shall be investigated with team of Domestic Inquiry prior any action.

### **Attendance Reporting**

If you are unable to report to work for any reason, you must contact your supervisor before the start of your work period.

### **Harassment and Discrimination**

At CEC Electrical Engineering SDN BHD, we are committed to maintaining a work environment that respects individual differences. Conduct yourself in a professional manner and treat others with respect, fairness, and dignity. CEC Electrical Engineering SDN BHD does not tolerate harassment or discrimination, including behaviour, comments, jokes, slurs, email messages, pictures, photographs, or other conduct that contributes to an intimidating or offensive environment. This includes using personal electronic devices on company time or in company work environments. Remember others may see what you're doing.

Harassment and discrimination also can occur in the form of bullying, initiation activities, or workplace hazing, which can be humiliating, degrading, or cause emotional or physical harm. No

forms of harassment or discrimination are tolerated, regardless of the employee's willingness to participate; such conduct can result in termination.

You must comply with applicable federal, state, and local statutes prohibiting conduct that could reasonably be construed as sexual in nature, or discriminate- nation or harassment based on race, colour, religion, age, sex, pregnancy, physical or mental disability, national origin, ancestry, medical condition, veteran status, marital status, sexual orientation, gender identity, gender expression, genetic information, or any other non-job-related factor. This applies to all employment practices, including advancement, disciplinary decisions, benefits, training, and general workplace conduct.

Employees in supervisory and leadership positions are expected to be familiar with CEC Electrical Engineering SDN BHD standards on harassment and discrimination and with relevant federal, state, and local laws.

CEC Electrical Engineering SDN BHD has the same expectations for its contractors, consultants, and suppliers when they engage in CEC Electrical Engineering SDN BHD -related work.

### **Workplace Violence**

CEC Electrical Engineering SDN BHD is committed to maintaining a safe and secure workplace and working environment. Acts or threats of physical violence, intimidation, harassment or coercion, stalking, sabotage, and similar activities are not tolerated. Employees who engage in acts or threats of violence shall be investigated with team of Domestic Inquiry prior any action.

### **Weapons in the Workplace**

You shall not bring, carry, store, or use any type of weapon on CEC Electrical Engineering SDN BHD owned, leased, client site or rented property; in a CEC Electrical Engineering SDN BHD owned, leased, or rented vehicle; in a personal vehicle while on CEC Electrical Engineering SDN BHD business; or at a job site, whether on or off duty, unless you're explicitly authorized and have a legitimate business reason to do so. A "weapon" is a firearm, ammunition, explosive, or any other device or object that can be construed as a weapon by the National Security Department. Weapons do not include tools that are used for legitimate business purposes.

### **Gambling in the Workplace**

Gambling while at work and using company assets for gambling are prohibited, including during breaks. For purposes of this standard, "gambling" is defined as playing a game for money or property or betting on an uncertain outcome. Prohibited gambling activities include, but are not limited to:

- Games (e.g., cards, dice, and dominoes) played for money or property
- Sports pools, all-star games, the World Series or the any games tournament
- Internet gambling

Using company assets, such as computer software to track wagers or copying machines to copy wagers, is not permitted. Drawings are permitted only if participants aren't required to purchase a ticket to participate. For example, asking for a suggested donation is acceptable for a drawing as long as the organizers provide an alternate means of entry where participants aren't required to donate.

### **Company Assets**

Each of us is responsible for the proper acquisition, use, maintenance, and disposal of company assets (e.g., materials, equipment, tools, real property, information, data, intellectual property and funds) and services. Theft, carelessness, and waste have a negative impact on CEC Electrical Engineering SDN BHD success. Do your part to protect the company's assets and ensure their efficient use.

#### **Do these:**

- Acquire assets in compliance with procurement standards and procedures (including delegations of authority), avoiding any real or apparent conflict of interest.
- Use company assets only for legal and ethical activities.
- Protect assets—including information, data and intellectual property— from damage, unauthorized modification or disclosure, waste, loss, misuse, or theft.
- Tell your management about inventions and developments that you create within the scope of your employment or with the use of CEC Electrical Engineering SDN BHD resources. These inventions and developments are property of the company.
- Dispose of or transfer assets only with appropriate written approval. CEC Electrical Engineering SDN BHD has a legal responsibility to report any donation of an asset to a charitable entity or political organization.

#### **Don't do these:**

- Don't misuse or take intangible assets, including intellectual property or non public information about CEC Electrical Engineering SDN BHD or others that you obtain in the course of your job. This responsibility continues even when you're no longer employed by CEC Electrical Engineering SDN BHD.
- Don't install, rearrange, remove, or tamper with company metering or service equipment without proper approval and authorization.
- Don't commingle company funds with personal funds.

- Don't take or misuse company property, funds, or service.
- Don't use CEC Electrical Engineering SDN BHD assets for private commercial enterprises or personal gain.
- Don't access or store sexually suggestive or explicit material using company assets, including computers, mobile phones or other electronic devices. (If you're unsure if material is acceptable, don't access or store it.) Employees who access or store sexually suggestive or explicit material using company assets may be terminated.

Company assets such as computers, telephones and mobile phones, fax machines, copy machines and conference rooms are intended for CEC Electrical Engineering SDN BHD business. CEC Electrical Engineering SDN BHD allows limited personal use of these and similar assets as long as such use meets these requirements:

- It is occasional.
- It is incidental to business use.
- It is not for outside employment.
- It does not result in excessive costs.
- It does not interfere with your work responsibilities.
- It is in compliance with laws, regulations, company guidance documents (policies, standards, procedures, bulletins, and manuals, including this code of conduct), and any business restrictions.

Other company assets—including vehicles, construction equipment, tools and similar assets—may be used only for CEC Electrical Engineering SDN BHD business. Exceptions are permitted in emergency situations or with officer approval. If you're unsure about what is appropriate use of a company asset, ask your supervisor.

If you would like to allow a charitable entity or political organization to use a company asset—for example, a conference room for a meeting— CEC Electrical Engineering SDN BHD may need to report the use as a donation. You need to request approval in advance. Please talk to your supervisor before making arrangements

### **Computer and System Security**

You're responsible for ensuring the security of CEC Electrical Engineering SDN BHD by complying with the company's information security standards.

**Do these:**

- Use only approved, authorized and properly licensed software on CEC Electrical Engineering SDN BHD computer systems.
- Connect only CEC Electrical Engineering SDN BHD authorized computers and equipment to CEC Electrical Engineering SDN BHD networks.

**Don't do these:**

- Don't share passwords or other access credentials with any other person or group, and don't use another person's password.
- Don't attempt to degrade the performance of CEC Electrical Engineering SDN BHD systems or deprive access to authorized users.
- Don't attempt to circumvent or attack security controls on a computer system or network.
- Don't access or download sexually suggestive or explicit, gaming, file sharing, or other inappropriate files or websites.
- Don't store inappropriate or pirated content on company equipment. Immediately report any suspected or actual breach of CEC Electrical Engineering SDN BHD computer system or network security

**Social Media**

These days, the reach of social media is wider than ever. While social media can help CEC Electrical Engineering SDN BHD build and strengthen relationships with our customers, employees and community members, it also has the potential to negatively impact the public's perception of CEC Electrical Engineering SDN BHD or your personal or professional reputation.

When we refer to social media activity, it includes: • all types of posts and other communications on the Internet; • posts on social networking sites such as Face book, Twitter, Yammer and LinkedIn; • blogs and other online journals and diaries; • bulletin boards and chat rooms; and • posts of video or audio on media-sharing sites, such as YouTube or Flickr. Social media activity also includes permitting, or failing to remove, posts by others where the employee can control the content of posts, such as on a personal page or blog.

CEC Electrical Engineering SDN BHD respects your right to participate in social media and understands that your time outside of work is your own. CEC Electrical Engineering SDN BHD also values its established brand reputation and goodwill relationships, which are important corporate assets. Whether or not you consider yourself a Tweeter, Yammerer, Blogger or Facebooker, it's important to understand how to use social media appropriately and effectively.

If you engage in social media activity that identifies you as a CEC Electrical Engineering SDN BHD employee, or your work at CEC Electrical Engineering SDN BHD, even if done off premises and while off-duty, you could affect CEC Electrical Engineering SDN BHD reputation.

**Do these:**

- Be open and honest about who you are (no false names or pseudonyms), especially if it could be reasonably construed that you're speaking on behalf of CEC Electrical Engineering SDN BHD.
- Recognize that your social media activity is subject to relevant CEC Electrical Engineering SDN BHD policies, standards, and procedures. This includes but is not limited to, this Code of Conduct as well as requirements for protecting confidential information.
- Feel free to visit or participate on CEC Electrical Engineering SDN BHD-sponsored social media sites. All participation on these sites is purely voluntary. .
- Use your personal email account (not your CEC Electrical Engineering SDN BHD email) when setting up or participating in external social media channels. Exceptions can occur if you've received prior authorization from External Communications.
- Use your own personal device when making personal references or recommendations on social media outlets such as LinkedIn or Yelp. Personal references and recommendations on social media sites should be done as an individual and not on behalf of the company.
- Adhere to copyright and fair use laws

**Don't do these:**

- Don't represent in any social media content that you are authorized to speak on behalf of CEC Electrical Engineering SDN BHD, or that CEC Electrical Engineering SDN BHD has reviewed and approved your content, without the prior written approval of External Communications.
- Don't post content about CEC Electrical Engineering SDN BHD, management, co-workers, shareholders, customers, vendors, affiliates or competitors that is vulgar, obscene, threatening or a violation of CEC Electrical Engineering SDN BHD conduct standards including those addressing discrimination, harassment and workplace violence.
- Don't make business commitments for CEC Electrical Engineering SDN BHD on social media platforms. Information generated on social media is considered temporary and not legally binding.
- Don't post photographs or video of the non-public areas of CEC Electrical Engineering SDN BHD premises, or of CEC Electrical Engineering SDN BHD processes, operations or products without CEC Electrical Engineering SDN BHD prior written approval.



- Don't use CEC Electrical Engineering SDN BHD logo, trademark or proprietary graphics in a way that suggests that you are representing CEC Electrical Engineering SDN BHD.

### **Company Records**

When we do our work, we generate, receive, and use, company information. Information is created every day, whether computerized or on paper. Each employee must manage CEC Electrical Engineering SDN BHD information carefully and responsibly and be accountable for identifying records from information. Company records must be stored, managed, and disposed of in accordance with specific Company procedures. Examples of company records include:

- Maintenance records and inspection documents
- As-built drawings
- Personnel documents
- Reports to government agencies or other public communications
- Workers' compensation or other benefit-related information such as dependent eligibility
- Financial reports to keep our system safe and reliable, we must always complete and document our work. Accurate records are an essential ingredient of CEC Electrical Engineering SDN BHD operations. When working with company information and records:
  - Never misstate facts or omit material information
  - Never hide, alter, falsify, or disguise the true nature of a business transaction or commitment
  - Never forge endorsements, approvals, or authorizing signatures
  - Never process, enter a system or approve a record or disclosure that you know is false or misleading

Report any issues to your supervisor or other appropriate person.

### **Records Retention**

CEC Electrical Engineering SDN BHD has operational, regulatory, and legal requirements to retain certain records for prescribed periods of time. The Records Management Policy and Standard identifies electronic records as the official record, and you are expected to consistently retain records for the appropriate period of time and in an approved system of record.

There may be additional retention requirements for records you possess that relate to a topic of investigation or litigation, which may suspend the disposing of records. When this happens, the Law Department will notify you when records are placed on “legal hold.”

### **Confidential and Customer-Specific Information**

You may have access to confidential proprietary non-public information on the job. You may work with information that contains personally identifiable material about CEC Electrical Engineering SDN BHD, employees or customers, such as their names, addresses, phone numbers, or Social Security numbers. Maintain the confidentiality of information entrusted to you by CEC Electrical Engineering SDN BHD and our customers, except when disclosure is properly authorized or legally mandated.

When dealing with confidential information:

- Never view it for a non-business reason,
- Never use it for personal gain or advantage, and
- Never share it without appropriate approval. If you are required to share confidential information, make sure that it is appropriately protected and secure.

This obligation continues even after you are no longer employed by CEC Electrical Engineering SDN BHD. Revealing non-public information that you obtained in the course of your employment with CEC Electrical Engineering SDN BHD is a violation of this Code of Conduct and may be illegal.

Confidential information includes all non-public information that is valuable to CEC Electrical Engineering SDN BHD or harmful to CEC Electrical Engineering SDN BHD or our customers if disclosed. There are four types of confidential proprietary non-public information.

Customer information includes any information about a specific customer that can be used to personally identify a customer, including such things as name, address, Social Security number, phone numbers, contact names and billing data such as balance owed or energy usage.

- Never disclose any information about a customer to a third party without the customer’s documented approval unless:
- You are legally required to do so (for example, under a court-issued subpoena); or
- The information is necessary to be disclosed for CEC Electrical Engineering SDN BHD to provide utility services (for example, the information is for a CEC Electrical Engineering SDN BHD vendor to provide customer billing).
- Never change, update, or manipulate your own utility account or the account of a family member, friend, or co-worker.

Employee information includes information about a specific employee, including such things as name, home address, Social Security number, personal phone numbers, benefits, images, photographs, and performance evaluations.

- Never disclose such information to another employee, shareholder, or a third party without appropriate approval.
- Forward requests for employee information and references to your human resources representative

### **Employee Privacy**

CEC Electrical Engineering SDN BHD retains the right to monitor its assets and work environments in compliance with applicable federal, state, and local laws and this Code of Conduct. It monitors to promote safety, prevent criminal activity, investigate alleged misconduct and security violations, manage information systems, or for other business reasons.

Even though limited personal use of company assets is permitted, you should have no expectation of privacy when you use a CEC Electrical Engineering SDN BHD workspace, computer, voicemail, or system to create, access, transmit, or store information. Such information is accessible to CEC Electrical Engineering SDN BHD even if it is password-protected, deleted by the user, or in a locked area. Limited personal use of company assets must also comply with this Code of Conduct.

### **Business Expenses**

Use CEC Electrical Engineering SDN BHD funds for business expenses only, whether paying by credit card, cash, or another method. Use good judgment to keep business expenses (for example, meal expenses) reasonable. You're expected to comply with CEC Electrical Engineering SDN BHD requirements for incurring and reporting business expenses. Report all expenses promptly and accurately via the travel and expense system manually.

- Don't make unauthorized or personal purchases on company credit cards, through purchase orders or by other means.
- Don't incur unreasonable expenses on behalf of the company

### **Corporate Name, Logo, and Colours**

CEC Electrical Engineering SDN BHD owns the trademarks. You may use the corporate names and logos, the CEC Electrical Engineering SDN BHD logo, and CEC Electrical Engineering SDN BHD colours in presentations to public audiences in compliance with the standards.

## **Community Activities**

CEC Electrical Engineering SDN BHD is committed to supporting the communities we serve in various ways, such as encouraging our employees to volunteer and providing shareholder-funded financial contributions to community organizations.

CEC Electrical Engineering SDN BHD does not support organizations that, in their bylaws, policies, or practices, discriminate based on race, colour, religion, age, sex, national origin, ancestry, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any basis prohibited by applicable law.

It may constitute implied or express support if you use your job title or affiliation or wear the CEC Electrical Engineering SDN BHD logo while participating in a community activity. If you're unsure if this is appropriate, please check with your supervisor before participating.

## **Conflict of Interest Standards**

You're expected to do your job for the benefit of CEC Electrical Engineering SDN BHD, its customers, and its shareholders. You must not use company property, company information or your position for personal gain.

A conflict of interest occurs when your private interests interfere in any way, or even appear to interfere, with the interests of CEC Electrical Engineering SDN BHD as a whole. A conflict of interest can arise if you take actions or have interests that may make it difficult for you to perform your company work objectively and effectively. Conflicts of interest also arise when an employee or a member of his or her family receives improper benefits (e.g., a loan or guarantee of work) as a result of the employee's position in the company.

Disclose any potential conflict of interest to your supervisor and ensure that the appropriate decision-maker concurs in writing if you're allowed to remain in a situation that could be perceived as a conflict of interest.

## **Environmental Laws and Regulations**

CEC Electrical Engineering SDN BHD is a recognized environmental leader and is committed to conducting its business in an environmentally sensitive manner. This commitment is consistent with our values and our Environmental Policy. It also makes good business sense. Make sure that the decisions you make on behalf of CEC Electrical Engineering SDN BHD reflect this commitment.

For CEC Electrical Engineering SDN BHD to be an environmental leader, we must first comply fully with all environmental laws and regulations that govern our business. When appropriate, we seek ways to go beyond what's required in how we deliver, serve our customers and manage our business operations.

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