



# **JASA KITA BERHAD**

(239256-M) (Incorporated in Malaysia)

## **ANTI-BRIBERY AND CORRUPTION POLICY**

### **1.0 INTRODUCTION**

The Anti-Bribery and Corruption Policy ("ABAC") of JASA KITA BERHAD ("JKB") is prepared with reference of the Guidelines on Adequate Procedures pursuant to Subsection (5) of Section 17A under the Malaysia Anti-Corruption Commission Act, 2009.

### **2.0 OBJECTIVE**

The main objective of the policy is to ensure that JKB established the necessary safeguards which should prevent any conduct of bribery or corruption from happening.

The Policy is developed to :-

- Set out the responsibilities of JKB, and of those working for JKB, in observing and upholding the Company's position against corruption and bribery; and
- Provide information and guidance to those working for JKB on how to recognise and deal with corruption and bribery issues.

### **3.0 SCOPE**

This Policy is applicable to JKB and its subsidiary companies ("the Group"). This includes all personnel working at all levels and ranks, including Company directors, chief executive officer, managers, and employees (whether full-time, part-time, or contract) of the Company.

### **4.0 ANTI- BRIBERY AND CORRPUTION POLICY**

- 4.1 Bribery and Corruption in all its forms as it relates to JKB's activities is prohibited.
- 4.2 Bribery and corruption refer to the offering, promising, giving, accepting or soliciting of an undue advantage or gratification as an inducement or reward for a person acting or refraining from acting in relation to the performance of the person's duties, which is illegal, unethical or a breach of trust.

Forms of bribery include but are not limited to kickbacks, inflated commissions, expensive gifts, excessive or inappropriate entertainment. Corrupt practices include extortion, collusion, breach of trust, abuse of power, trading under influence, embezzlement, fraud or money laundering.

- 4.3 The anti-bribery and corruption statement apply equally to its business dealings with commercial ('private sector') and Government ('public sector') entities, and includes their directors, personnel, agents and other appointed representatives. Even the possible appearance of bribery or corruption is to be avoided, in particular when dealing with Government officials.
- 4.4 No personnel will suffer demotion, penalty or other adverse consequences in retaliation for refusing to pay or receive bribes or participate in other illicit behaviour.
- 4.5 JKB is also committed to conducting due diligence checks on prospective personnel, particularly as it relates to appointments to positions where a more than minor bribery or corruption risk has been identified.

## **5.0 GIFTS, DONATIONS, SPONSORSHIPS AND POLITICAL CONTRIBUTION**

- 5.1 JKB personnel are prohibited to receive gifts or asking for (soliciting) gifts from external parties including customers, business partners, suppliers, regulators, and government officers.
- 5.2 Gifts may be in the form of cash or cash equivalent, including gift certificates / vouchers / coupons, business incentive trip, payment of credit card charges, shares, loans, commissions, discounts services, advantage or any other benefit, which is not extended to all personnel of JKB.
- 5.3 However, corporate gift and souvenirs which are given out of hospitality are exempted if the following criteria are met :-
  - Gifts from JKB to external parties in relation to Company's official functions for example :-
    - i) for the promotion, demonstration or explanation of products and services;
    - ii) execution or performance of the business relationship; or
    - iii) building a business relationship;
  - Gifts from JKB to employees and directors and/or their family members in relation to a recognised Company function, event and celebration;
  - Exchange of gifts at company to company level (exchange of gifts as part of official Company visit and the gift is treated as Company's property);

- there must not be any expectation of any favour or improper advantage from the receiver. It must not be used to cause or induce the receiver to improperly or illegally influence any business action or inaction or cause others to perceive an improper influence;
  - Token gifts of nominal value that carried the Jasa Kita logo (eg. T-shirts, pens, diaries, calendars) that are given out equally to members of the public, customers, shareholders and is deemed as part of JKB's brand building and promotional activities;
  - Legally complied with the applicable laws in the countries of both the offeror and recipient of the gift.
- 5.4 Donations and charitable support are acceptable (and indeed encouraged), however, directors and employees must be careful to ensure that donations and charitable contributions are not used as a scheme to conceal bribery.
- 5.5 Subject to any law that govern political contribution, the Group may make contribution to political parties or candidates. All political contributions require the approval of the Executive Chairman of the Board.

## **6.0 FACILITATION PAYMENTS**

- 6.1 JKB adopts a strict policy of disallowing the use of facilitation payments in its business. Facilitation payment is a payment or other provision made personally to an individual in control of a process or decision. It is given to secure or expedite the performance of a routine or administrative duty or function.
- 6.2 Personnel shall decline to make the payment and report to the Company immediately when they encounter any requests for a facilitation payment. In addition, if a payment has been made and personnel are unsure of the nature, the Company must be notified immediately, and the payment recorded accordingly.
- 6.3 Even in the event that a personnel's security is at stake, no payment shall be made. The personnel must immediately report the incident to their Head of Department and lodged a police report.

## **7.0 AWARENESS**

- 7.1 JKB shall conduct an awareness programme for all its personnel on the Company's position regarding anti-bribery and corruption, integrity and ethics.
- 7.2 Our zero-tolerance approach to bribery and corruption must be communicated to all Level both internal and external parties, as appropriate thereafter.

## **8.0 MONITORING AND REVIEW**

- 8.1 All personnel are responsible for the success of this Policy and should ensure they use it to disclose any suspected danger or wrongdoing.
- 8.2 Internal control systems and procedures will be subject to regular internal audits to provide assurance that they are effective in countering bribery and corruption.
- 8.3 Group internal audit shall conduct periodical audit procedures to identify the bribery and corruption risks affecting the business, set anti-bribery and corruption objectives, and assess the effectiveness of the controls in achieving those objectives.

## **9.0 REPORTING OF POLICY VIOLATIONS**

- 9.1 Suitable reporting channels shall be established and maintained for receiving information regarding violations of this policy, and other matters of integrity provided in good faith by JKB personnel.
- 9.2 Personnel who, in the course of their activities relating to their employment at JKB, encounter actual or suspected violations of this policy are required to report their concerns using the reporting channels stated in Whistleblowing Policy.
- 9.3 Reports made in good faith shall be addressed in a timely manner and without incurring fear of reprisal regardless of the outcome of any investigation.
- 9.4 Retaliation in any form against JKB personnel where the person has, in good faith, reported a violation or possible violation of this policy is strictly prohibited. Any JKB personnel found to have deliberately acted against the interests of a person who has in good faith reported a violation or possible violation of this policy shall be subjected to disciplinary proceedings including demotion, suspension, dismissal or other actions (including legal action) which JKB may pursue.

## **10.0 STAFF DECLARATION**

- 10.1 All JKB personnel shall certify in writing that they have read, understood and will abide by this policy. A copy of this declaration shall be documented and retained by the Human Resources Department for the duration of the personnel's employment. A sample declaration can be found in the **Appendix** of this Policy.
- 10.2 The Company reserves the right to request information regarding a personnel's assets in the event that the person is implicated in any bribery and corruption-related accusation or incident.

**Sample of Staff Declaration Form**

I, \_\_\_\_\_, hereby declare that I have read and understood Jasa Kita Berhad’s Anti-Bribery and Corruption Policy. I will abide by the requirements and provisions set out in the Policy, as required by my Employment Contract of Service.

I am fully aware of the consequences which may follow as a result of breaching the Policy.

\_\_\_\_\_  
Name:

NRIC:

Title: