**ANTI-BRIBERY POLICY**

Harta Maintenance Sdn Bhd (HMSB) is committed to conduct business in ethical business environment and adopts a zero-tolerance policy against all forms of bribery. Acknowledging the above-mentioned values, the company established this policy to provide avenue for its employee and members of the public to disclose any improper conduct within the company.

This Policy applies to the employees (whether temporary, contract-basis, daily-rated, hourly rated, permanent staffs, casual workers, volunteers and/or interns), directors, controllers, officers, partners and associates of HMSB including third parties.

**ANTI-BRIBERY COMPLIANCE AND CONTINUAL IMPROVEMENT**

* HMSB strictly does not tolerate any bribes given for purposes of obtaining or retaining any business transactions
* Comply with all relevant laws and regulations in particular to the Malaysian Anti-Corruption Commission Act 2009 and Whistleblower Protection Act 2010
* Promote morality and integrity governed by principles of the rule of law
* Promote anti-bribery campaign with business associates
* Competent human resources management
* Ensure transparency in financial and non-financial controls
* Compliance to anti-bribery management system requirements
* HMSB encourages raising concern in confidence, without fear of disciplinary actions and discrimination
* HMSB recognizes the responsibilities and authorities of compliance officer as independence compliance function

**EMPLOYEE RESPONSIBILITIES**

All employees, vendors, client, or any associated persons are not permitted to pay, offer, accept, or receive a bribe in any form and strictly not allowed to:

* Offer, pay, or give anything of value to any parties to obtain business or anything of benefit to HMSB
* Act illegally including bribes, blackmail, inducements, secret commissions, other rewards, and similar improper actions.
* Attempt to induce any parties to do something illegal, unethical and permit any parties to violate the rules.
* Give some advantage inconsistent with law and wrongful or unlawful use of official position to procure some benefit or personal gain.
* Corruptly give, promise, or offer to any person gratification with the intent to secure business or an advantage for HMSB
* Offer, give, receive, or solicit, directly or indirectly, anything of value to influence improperly the actions of another party.

If any of the employee breaches the policy, the company will not hesitate to take a disciplinary action and could face dismissal for gross misconduct and/or their contract terminated. The policy will be clearly communicated to all employees, vendors, clients, business associates and third party as appropriate.



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**HJ. FAIZAL RAHIM BIN MOIDUNNY**

CHAIRMAN OF ANTI-BRIBERY COMPLIANCE COMMITTEE

MARCH 01, 2021