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**DOCUMENT TITLE:  
BUSINESS CODE OF CONDUCT**

ORIGINATOR	Jenny Soon	SIGNATURE	
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**Amendment Records**

Revision No	Page No.	Eff. Date	Originator	Description of Change
0	All	29.01.2018	Jenny Soon	- Initial Release: EICC renamed to Responsible Business Alliance (RBA), revise to Ver.6.0 requirement

**Approval**

Position	Name	Signature	Date	Position	Name	Signature	Date
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Group CAO	CH Lim		29/01/2018				

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## **EG INDUSTRIES BERHAD BUSINESS CODE OF CONDUCT**

The EG INDUSTRIES BERHAD Code of Conduct outlines standards to ensure that working conditions are safe, that workers are treated with respect and dignity, and that manufacturing processes are environmentally responsible.

The Code is made up of five sections. Sections A, B and C outline standards for Labor, Health and Safety and the Environmental, respectively. Section D outlines the elements of an acceptable system to manage conformity to this Code. Section E adds standards relating to business ethics.

### **A. LABOR**

EG INDUSTRIES BERHAD are committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community.

Recognized standards such as the Universal Declaration of Human Rights (UDHR), Social Accountability International (SAI) and the Ethical Trading Initiative (ETI) were used as references in preparing the Code and may be a useful source of additional information.

The labor standards are:

#### **1) Freely Chosen Employment**

Forced, bonded or indentured labor or involuntary prison labor is not to be used. All work will be voluntary, and workers should be free to leave upon reasonable notice. Workers shall not be required to hand over government-issued identification, passports or work permits as a condition of employment.

*Forced labour is work that is performed under the threat of punishment or confiscation of belongings that the worker has not agreed to. EG INDUSTRIES BERHAD believes that employment should be freely chosen; therefore:*

- 1.1. workers are not forced to lodge deposits or their identity papers with their employer,
- 1.2. there shall be no indentured or bonded labour,
- 1.3. there shall be no unpaid or forced prison labour,
- 1.4. workers are free to leave their employer after reasonable notice.
- 1.5. workers' freedom of movement is not unnecessarily impeded.
- 1.6. workers are free to leave once their shift ends.
- 1.7. overtime is voluntary and paid at rate stated in Employment Law
- 1.8 workers shall be entitled to paid annual leave and public holidays
- 1.9 where the company hold identity papers for security reasons, this is with worker request and written consent. The workers are having access to their identity papers at all times in reasonably practical, and no deposit shall be required for their release.

#### **2) Young Workers**

Child labor is not to be used in any stage of manufacturing. The term “child” refers to any person employed under the age of 15 (or 14 where the law of the country permits), or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. The use of legitimate workplace apprenticeship programs, which comply with all laws and regulations, is supported. Workers under the age of 18 should not perform hazardous work and may be restricted from night work with consideration given to educational needs.

*EG INDUSTRIES BERHAD does not accept child labour. Child labour is defined as work performed by children which interferes with a child's right to health growth, development and access to quality education.*

- 2.1. There shall be no recruitment of child labour of age less than 16 years old.
- 2.2. Young persons under 18 shall not be employed and work under hazardous conditions.
- 2.3. Young persons under 18 shall not be assigned heavy or hard work.

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2.4. HR shall obtain and retain copies of legal documentation (I/C) proving the age of all workers.

2.5 If a child is found to be performing labour, EG INDUSTRIES BERHAD shall place the child in the **Junior Development Program**, which enables the child to be reintegrated into quality education and remain in education until he or she is no longer a child.

### 3) Working Hours

Studies of business practices clearly link worker strain to reduced productivity, increased turnover and increased injury and illness. Workweeks are not to exceed the maximum set by local law. Further, a workweek should not be more than allowable hours per week, including overtime, except in emergency or unusual situations. Workers shall be allowed at least one day off per seven-day week.

3.1 Working hours shall not be excessive, must comply at least with national laws (72 hours / 7 days, and a rest day) and benchmark industry standards (60 hours/week), whichever affordable.

3.2 Workers shall not be required to work in excess of the limits imposed by national law.

3.3 Overtime shall be voluntary and paid at premium rate according to national law

3.4 Workers are entitled to paid annual leave and public holidays.

### 4) 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. The basis on which workers are being paid is to be provided in a timely manner via pay stub or similar documentation.

*EG INDUSTRIES BERHAD shall pay wages, including any overtime in accordance with legal requirements.*

I. Wages and benefits that are paid for a standard working week must at least meet minimum, national legal standards or industry benchmark standards, whichever is higher.

II. All workers shall be provided with written and understandable information about their wages before they start work and about the particulars of their wages for the pay period concerned each time they are paid, including any overtime rates and circumstances where pay may be deducted.

III. To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice.

IV. Obligations to workers under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed term contracts of employment.

V. Male & female employee, of all nationalities, will receive equal remuneration for work of equal value.

VI. Workers are entitled to paid annual leave, medical leave and public holidays.

VII. Where accommodation is provided, EG INDUSTRIES BERHAD take responsibility to ensure safe and appropriate mode of transportation is provided to the workers.

### 5) Humane Treatment

There is to be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers: nor is there to be the threat of any such treatment.

#### 5.1. FAIR DISCIPLINARY PRACTICES

*EG INDUSTRIES BERHAD shall not engage in or condone corporal punishment or any other form of abuse or harassment.*

5.1.1. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

5.1.2. Disciplinary measures must not include monetary fines and a deduction from wages as disciplinary

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*measures is not permitted. Tardiness should be deducted on a pro-rata basis.*

*5.1.3. Workers should be made aware of the grievance procedures and have the right to lodge complaints regarding disciplinary issues.*

**6) Non-Discrimination**

EG INDUSTRIES BERHAD is committed to a workforce free of harassment and unlawful discrimination. Companies shall not engage in discrimination based on race, caste, national origin, age, gender, sexual orientation, ethnicity, disability, pregnancy (exclude foreign worker, base on national law), religion, political affiliation, union membership or marital status in hiring and employment practices such as remuneration, overtime, termination or retirement, promotions, rewards, and access to training. In addition, workers or potential workers should not be subjected to medical tests that could be used in a discriminatory way.

**7) Freedom of Association**

Open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation issues. EG INDUSTRIES BERHAD are to respect the rights of workers to associate freely, join or not join labor unions, seek representation, join workers' councils in accordance with local laws. Workers shall be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

*EG INDUSTRIES BERHAD shall ensure that workers are not prevented from free association.*

*I. There shall be no discrimination in hiring, compensation or access to training, promotion, overtime, termination or retirement based on race, caste, national origin, age, religion, disability, gender, marital status, sexual orientation, union membership or political affiliation.*

*II. Workers' rights to exercise lawful rights of free association, including joining or not joining any association must be recognized and respected.*

*III. Employees have the right to representation and discussion with the company on employment matters.*

*V. To adopt an open attitude towards the activities of employee representative bodies and their organisational activities.*

*V. Workers' representatives shall not be discriminated against and have access to carry out their representative functions in the workplace.*

*VI. Workers shall have the right to collective bargaining on matters of pay and working conditions.*

**B. HEALTH and SAFETY**

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EG INDUSTRIES BERHAD recognize that the quality of products and services, consistency of production, and workers' morale, are enhanced by a safe and healthy work environment. EG INDUSTRIES BERHAD also recognize that ongoing worker input and education is key to identifying and solving health and safety issues in the workplace.

Recognized management systems such as OHSAS 18001 and ILO Guidelines on Occupational Safety and Health were used as references in preparing the Code and may be a useful source of additional information.

The health and safety standards are:

**1) Occupational Safety**

Worker exposure to potential safety hazards (e.g., electrical and other energy sources, fire, vehicle, and fall hazards) are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout). Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate personal protective equipment. Workers shall not be disciplined for raising safety concerns.

**2) Emergency Preparedness**

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, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans.

**3) Occupational Injury and Illness**

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

**4) Industrial Hygiene**

Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. When hazards cannot be adequately controlled by engineering and administrative means, workers are to be provided with appropriate personal protective equipment.

**5) Physically Demanding Work**

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

**6) Machine Safeguarding**

Physical guards, interlocks and barriers are to be provided and properly maintained for machinery used by workers.

**7) Sanitation, Food and Housing**

Workers are to be provided with clean toilet facilities, access to potable water and sanitary food preparation and storage facilities. Worker dormitories provided by the Participant or a labor agent are to be clean, safe, and provide emergency egress, adequate heat and ventilation and reasonable personal space.

**Worker health and safety is a priority, therefore EG INDUSTRIES BERHAD must comply with relevant laws and regulations and take measures to prevent accidents.**

*I. A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards.*

*II. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.*

*III. Workers shall receive regular and recorded health and safety training in the relevant language, and such training shall be repeated for new or reassigned workers.*

*IV. Access to clean toilet facilities and to water shall be provided.*

*V. Eating and food storage facilities, if provided, must be in compliance with food hygiene requirements.*

*VI. Fire safety equipment and fire emergency procedures shall be adequate, well maintained and all workers must be trained on such procedures and records must be kept.*

*VII. Buildings must be structurally sound and in accordance with all local building and health and safety regulations, and maintained in good conditions.*

*VIII. The number & size of stairways and exits must be adequate for the emergency evacuation of all workers.*

*IX. Emergency exit routes must be clear of obstruction. Exit doors must be clearly signposted and easily accessible during emergency evacuation.*

*X. Fire alarm systems must be installed, maintained and tested on a regular basis.*

*XI. Equipment in the work place (including lifts, compressors and manufacturing equipment) shall be inspected regularly and in accordance with local laws.*

*XII. Workers must be provided with all appropriate protective equipment (PPE) based on risk assessment. Any protective equipment required shall not involve any expenditure by workers.*

*XIII. Clearly sign-posted first aid kits shall be made accessible to all workers.*

*XIV. HR must keep records of any accidents or incidents of worker sickness, including any corrective*

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*actions. This log should be available for inspection in accordance with local law and regulations.*

*XV. A member of the management team must have clear responsibility for occupational health and safety.*

*XVI. Trained first aider must be available on site at all times.*

*XVII. Work areas are to be properly ventilated. Sufficient air-condition is provided for the basic well-being of workers. In all work areas where painting, lacquering, spraying, or sanding is done or where chemicals or solvents are used, adequate and proper ventilation and air circulation are to be provided.*

*XVIII. Accommodation, where provided, shall be clean, segregated, safe and meet at least the basic needs of the workers. Please refer to our detailed Workers' Accommodation Standard.*

#### **8) Health and Safety Communication**

EG INDUSTRIES BERHAD shall 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 safety concerns.

### **C. Environmental**

EG INDUSTRIES BERHAD recognize that environmental responsibility is integral to producing world-class products. In manufacturing operations, adverse effects on the community, environment and natural resources are to be minimized while safeguarding the health and safety of the public.

Recognized management systems such as ISO 14001 and the Eco Management and Audit System (EMAS) were used as references in preparing the Code and may be a useful source of additional information.

The environmental standards are:

#### **1) Environmental Permits and Reporting**

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

#### **2) Pollution Prevention and Resource Reduction**

Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

#### **3) Hazardous Substances**

Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

#### **4) Solid Waste**

Solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

#### **5) Air Emissions**

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.

#### **6) Materials Restrictions**

EG INDUSTRIES BERHAD adhere to all applicable laws and Regulations regarding prohibition or restriction of specific substances including labeling laws and regulations for recycling and disposal. EG INDUSTRIES BERHAD are also to adhere to processes to comply with each agreed-upon customer-specific restricted and hazardous materials list.

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**7) Water Management**

All wastewater is to be characterized, monitored, controlled, and treated as required prior to discharge or disposal. EG INDUSTRIES BERHAD shall conduct routine monitoring of the performance of its wastewater treatment and containment systems to ensure optimal performance and regulatory compliance.

**8) Energy Consumption and Greenhouse Gas Emissions**

Energy consumption and all relevant Scopes 1 and 2 greenhouse gas emissions are to be tracked and documented, at the facility and/or corporate level.

*EG INDUSTRIES BERHAD have a responsibility to measure, control and where possible, reduce its environmental impacts.*

*I. All departments must understand their environmental impacts and comply with local, national and relevant international environmental legislation.*

*II. EG INDUSTRIES BERHAD must have procedures to safely receive, handle, store, recycle and dispose of restricted or hazardous substances.*

*III. Wastewater and solid waste from the operations must be monitored, controlled and treated in accordance with applicable laws before disposal.*

*IV. Air emissions of volatile chemicals, aerosols, corrosives, particulates and ozone depleting substances must be recorded, monitored, controlled and treated as required by applicable laws before discharge.*

*V. EG INDUSTRIES BERHAD must obtain, maintain and keep all required environmental permits and registrations.*

*VI. EG INDUSTRIES BERHAD must endeavor to reduce and where possible eliminate waste of all types, including water and energy, by implementing conservation measures in the facilities, in the maintenance and production processes and by re-cycling, re-using or substituting materials.*

*VII. All departments to co-operate and put in efforts to reduce the environmental impact of its products and manufacture. This includes tracking energy use and waste in the facilities, providing data to the Management and improving processes to reduce the environmental impact of manufacture.*

*VIII. EMS Management Representative shall be given clear responsibilities for environmental management of the facilities.*

**D. Ethics**

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

**1) Business Integrity**

The highest standards of integrity are to be expected in all business interactions. Any and all forms of corruption, extortion and embezzlement are strictly prohibited resulting in immediate termination and legal actions.

**2) No Improper Advantage**

Bribes or other means of obtaining undue or improper advantage are not to be offered or accepted.

*All employees are not allowed to accept gifts in term of monies from third party which will have conflict of interest to the company or associates or interested parties without the consensus from the Top Management. The allowable gift should not be more than RM 150 as a token of appreciation in the form of eatable gift which share among employees.*

**3) Disclosure of Information**

Information regarding business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices.

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*All the employees to be aware, understand, sign and acknowledge Non-Disclosure Agreement (NDA) (for Management and Exempt Staffs, and for non- exempt is mentioned in the appointment letter).*

*All concerned Department to get the NDA sign during business dealing or revealing confidential information during audit or discussion with third party.*

**4) 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.

**5) Fair Business, Advertising and Competition**

Standards of fair business, advertising and competition are to be upheld. Means to safeguard customer information should be available.

**6) Protection of Identity and Non-Retaliation**

Programs that ensure the protection of EG INDUSTRIES BERHAD and employee whistleblower confidentiality are to be maintained.

*Suggestion Box – provide employee to feedback to the Management for any matter interest the employee.*

**7) Responsible Sourcing of Minerals**

EG INDUSTRIES BERHAD shall have a policy to reasonably assure that the tantalum, tin, tungsten and gold in the products they manufacture does not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses in the Democratic Republic of the Congo or an adjoining country. EG INDUSTRIES BERHAD shall exercise due diligence on the source and chain of custody of these minerals and make their due diligence measures available to customers upon customer request.

**8) Privacy**

EG INDUSTRIES BERHAD are to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers and employees. EG INDUSTRIES BERHAD are to comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

**E. Management System**

EG INDUSTRIES BERHAD shall adopt or establish a management system whose scope is related to the content Code. The management system shall be designed to ensure (a) compliance with applicable laws, regulations and customer requirements related to the EG INDUSTRIES BERHAD 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:

**1) Company Commitment**

Corporate social and environmental responsibility statements affirming EG INDUSTRIES BERHAD commitment to compliance and continual improvement.

**2) Management Accountability and Responsibility**

Clearly identified company representative(s) responsible for ensuring Implementation and periodic review of the status of the management systems.

**3) Legal and Customer Requirements**

Identification, monitoring and understanding of applicable laws, regulations and customer requirements.

*3.1 EG INDUSTRIES BERHAD must abide relevant laws and regulations.*





3.1.1. must be law abiding and comply with all legal requirements relevant to their business (including international laws where relevant).

3.1.2. Only workers with a legal right to work shall be employed or used by EG INDUSTRIES BERHAD.

3.1.3. All workers including those employed through agencies, must be validated by the HR for their legal right to work by reviewing original documentation (not photocopies) before they are allowed to commence work. Procedures which demonstrate compliance with these validations must be implemented.

3.1.4 Workers able to access and produce identity documentation proving their right to work, including passports, working visa and immigration approvals. These documents shall be accessible for inspection at all times.

3.1.5 EG INDUSTRIES BERHAD seek, obtain and retain all necessary permissions, permits, approvals, visas and other documents necessary for the legal employment of our workers. These documents can be accessible for inspection at all times.

**4) Risk Assessment and Risk Management**

Process to identify the environmental, health and safety<sup>2</sup> and labor practice risks associated with EG INDUSTRIES BERHAD operations. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to ensure regulatory compliance to control the identified risks.

*Areas to be included in a risk assessment for health and safety are warehouse and storage facilities, plant/facilities support equipment, laboratories and test areas, sanitation, facilities (bathrooms), kitchen/cafeteria and worker housing/ dormitories.*

**5) Improvement Objective**

Written standard, performance objectives, targets and implementation plans including a periodic assessment of EG INDUSTRIES BERHAD performance against those objectives.

**6) Training**

Program for training managers and workers to implement EG INDUSTRIES BERHAD policies, procedures and improvement objectives.

**7) Communication**

Process for communicating clear and accurate information about EG INDUSTRIES BERHAD performance, practices and expectations to workers, suppliers and customers.

**8) Worker Feedback, Participation and Grievance**

Ongoing processes to assess employees' understanding of and obtain feedback on practices and conditions covered by this Code and to foster continuous improvement.

**9) Audit 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.

**10) Corrective Action Process**

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

**11) Documentation and Records**

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

**12) Supplier Responsibility**

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

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References : The following standards were used in preparing this Code and may be a useful source of additional information. The following standards may or may not be endorsed by EG INDUSTRIES BERHAD.

ILO Code of Practice in Safety and health

[www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf](http://www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf)

National Fire Protection Agency

[www.nfpa.org/catalog/home/AboutNFPA/index.asp](http://www.nfpa.org/catalog/home/AboutNFPA/index.asp)

ILO International Labor standards

[www.ilo.org/public/english/standards/norm/whatare/fundam/index.htm](http://www.ilo.org/public/english/standards/norm/whatare/fundam/index.htm)

OECD Guidelines for Multinational Enterprises

[www.oecd.org](http://www.oecd.org)

United Nations Convention Against Corruption

[www.unodc.org/unodc/en/crime\\_convention\\_corruption.html](http://www.unodc.org/unodc/en/crime_convention_corruption.html)

United Nations Global Compact

[www.unglobalcompact.org](http://www.unglobalcompact.org)

Universal Declaration of Human Rights

[www.un.org/Overview/right.html](http://www.un.org/Overview/right.html)

ISO 14001

[www.iso.org](http://www.iso.org)

SA 8000

[www.cepaa.org/](http://www.cepaa.org/)

SAI

[www.sa-intl.org](http://www.sa-intl.org)

Ethical Trading Initiative

[www.ethicaltrade.org/](http://www.ethicaltrade.org/)

OHSAS 18001

[www.bsi-global.com/index.xalter](http://www.bsi-global.com/index.xalter)

Eco Management & Audit System

[www.quality.co.uk/emas.htm](http://www.quality.co.uk/emas.htm)

Dodd-Frank Wall Street Reform and Consumer Protection Act

[www.sec.gov/about/laws/wallstreetreform-cpa.pdf](http://www.sec.gov/about/laws/wallstreetreform-cpa.pdf)

OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High Risk Areas [www.oecd.org/corporate/mne/mining.htm](http://www.oecd.org/corporate/mne/mining.htm)

United States Federal Acquisition Regulation

[www.acquisition.gov/far/](http://www.acquisition.gov/far/)