



Code of Conduct

This Workplace Code of Conduct establishes the principles and expectations for professional conduct and ethical behavior for all employees of HSB Reclaimed Rubber Sdn Bhd.

We require that all of our employees conduct themselves according to the highest standards of ethics, integrity, and behaviors when dealing with our clients, colleagues and other stakeholders. This includes, but is not necessarily limited to, full compliance with all legal obligations imposed by statute or any other source of law. This Code establishes the standards of behavior that must be met by all employees.

Scope and applicability

This Code applies to all employees of HSB Reclaimed Rubber Sdn Bhd, regardless of their position or location.

Contractors and temporary staff are also expected to adhere to this Code while working for or on behalf of the company.

Core values and principles

- Respect
- Discipline
- Commitment
- Teamwork

Professionalism

It is required of employees to act professionally at all times. Being on time, dependable, and dedicated to doing work of the highest caliber are all part of this.

Employees are expected to give full commitment of time, focus, and abilities during regular business hours and at additional times as deemed reasonably required to carry out the worker's responsibilities.

Respect and inclusion

We are dedicated to creating an inclusive workplace where all staff members feel appreciated and valued because we cherish diversity. Bullying in any form including discrimination and harassment will not be accepted (sex, race, disability, pregnancy, age, marital status or sexual orientation).

Dress code

Employees are expected to dress in a manner that is appropriate as being state in Company's Employee Handbook.

Integrity and ethics

In all professional dealings, all employees are expected to conduct themselves honorably and to uphold the highest ethical standards. This entails operating in the organization's best interests and avoiding conflicts of interest.

Employees are refrain from:

- a. hiring someone or rendering services to a rival or supplier of the business without first obtaining the written approval of the business.
- b. using, or come to work while affected by use of prohibited drugs or alcohol

Employee require to protect the confidentiality of any confidential information, documents, or other materials obtained during employment with the company, both during and after termination of employment.

Technology and social media usage

Social media and business technology should be utilized sensibly and in line with corporate guidelines. Employees will not make any statements about the Company on social media, or any other public platform, that may harm the Company's reputation.

It is forbidden to disclose confidential information on the internet or on social media. As this may cause a breach in whistleblowing policy.

Health and safety

All employees are required to report any risks or dangerous situations as well as to abide by all health and safety laws. Each and every employee has a duty to ensure a secure and healthy work environment.

Conflict resolution

Any workplace conflicts should be resolved in a professional and respectful manner. Employees are encouraged to seek the assistance of their supervisor or HR if needed.

Reporting mechanisms

Employees are encourage to report any unethical activity or Code infractions.

HSB Reclaimed Rubber Sdn Bhd is dedicated to safeguarding the privacy and security of those who report wrongdoing.

Employee adherence to this Code enhances HSB Reclaimed Rubber Sdn Bhd's performance and standing. Discipline up to and including termination of employment may be applied if this code is broken.



Teh Huan Seng, Director