

Digistar Corporation Berhad
(603652-K)
Employee Code of Conduct

INTRODUCTION

Digistar Corporation Berhad (“the Company”) has adopted the following Employee Code of Conduct (“Code”) for employees to reflect the underlying values and commitment and dedication, diligence and professionalism contributing towards the social and environmental growth. The Company’s professionalism, honesty and integrity must at all times be upheld in the Company’s business dealings with all the stakeholders. It is the responsibility of every employee to act accordance with the policies detailed in the Code and any updates or amendments which may be issued from time to time by the Company. The Company reserves the right to amend, delete or augment any provision in in this code as when it deems necessary.

1. Purpose

This Code is formulated with the intentions of achieving following aims:

- To encourage high standards of honesty and integrity expected of employees
- To ensure that the Company business interaction should not in any circumstances, tainted by malpractices.
- To provide guidelines for the manner employees should conduct themselves at work place, while performing their daily duties.

2. Responsibility and Accountability

2.1 Employees

All employees are to comply with this Code and unawareness of the existence of this Code will not be accepted as an excuse for its breach.

2.2 Managers

Managers have added responsibility to set good example and to lead the employees under their supervision in the application of the Code in their daily business conduct. They are also responsible for promoting open and honest two-way communication to facilitate discussion where the application of this Code is unclear.

3. Employee Conduct

3.1 Workplace Environment

- a) Employees shall strive to maintain healthy, safe and productive work environment by adhering to the highest standard of professional conduct. They should in all respect and at all time, conduct themselves with honesty, propriety and must not in any circumstances, commit any act that would bring damage to the Company, its property, reputation or general interest.
- b) Employees are expected to have respect and tolerance for culture and religion and maintain a work environment that is free from discrimination or harassment based on gender, political opinion, marital status, age, disability or other factors that are unrelated to the Company’s legitimate business interests.

- c) Employees shall avoid any conduct in the workplace that creates, encourages or permits and offensive, intimidating or inappropriate work environment including, but not limited to:
- i. Threats or comments that contain discriminatory or harassment elements.
 - ii. Unwelcome sexual advances.
 - iii. Violent behaviour or actions
 - iv. Misuse or abusive of positions of authority.
 - v. Inappropriate dressing in violation of the dress code policy of the Company.

3.2 Employment

- a) Employees employed in the Company shall meet the legal working age required under Malaysian employment law. The Company does not support child labour.
- b) The Company is opposed to forced or compulsory labour. It ensures that its employees enter into employment of their own free will. Employee competition restrictions are only applied to employees to protect genuine business needs.

4.0 Code of ethics

4.1 Commitment

- a) All employees shall, in the course of their employment with the Company and in carrying out their duties and responsibilities in respect thereof, diligently and to the best of their ability perform such responsibilities and responsibilities as may from time to time be assigned or designated to them.
- b) All employees are expected at all times to promote and advance the interests of the Company and shall not do anything to bring disrepute to the Company.
- c) All employees shall obey, comply with and observe rules, regulations, procedures, practices, orders, directives and policies of the Company, whether expressed or implied in law or by custom and practice.
- d) The first obligation of any employee who receives a subpoena or other request seeking the disclosure of confidential information pertaining to the Company is to contact his immediate supervisor or HR Manager for guidance.

5. Business Code

5.1 Bribes and Corruption

- a) Employees shall not offer, give, solicit or accept bribes in order to achieve business or personal advantages for themselves or others or engage in any transaction that can be construed as having contravened the anti-corruption laws.
- b) Employees shall be cognisant of the fact that bribes may be in any form, monetary or otherwise including but are not limited to unauthorized remuneration such as referral fee, commission or other similar compensation, material goods, services, gifts, business amenities, premiums or discounts of an inappropriate value or of an unreasonable level or that are not generally offered to others or that are prohibited by law or may reasonably be viewed as having crossed the boundaries of ethical and lawful business practice.