

**METROD SUPPLIER CODE OF CONDUCT**

METROD is committed to high standards of integrity and sustainability.

METROD has a 'zero tolerance' policy when it comes to unethical business behaviour, such as bribery, corruption and forced labour. We expect all of our suppliers to adhere to similar standards and to conduct their business ethically.

As a supplier, you must comply with all applicable laws and regulations and your contractual obligations to us.

This METROD Supplier Code of Conduct defines the main principles underlying your business activities as one of our esteemed suppliers.

**A. Human rights**

As a supplier to METROD, you shall

- Respect the personal dignity, privacy and rights of each individual;
- Refuse to make any person work against his or her will; and
- Prohibit behaviour including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative.

**B. Fair labour conditions**

You shall ensure fair labour conditions. In particular, you will

- Refrain from employment discrimination based on gender, age, ethnicity, nationality, religion, union membership, political affiliation or sexual orientation;
- Not tolerate or use child labour in any stage of your activities;
- Not use any forced labour, including but not limited to involuntary prison labour, victims of slavery and human trafficking and allow all employees the choice to leave their employment freely upon reasonable notice;
- Compensate employees fairly and follow local wage regulations and / or collective agreements, and where these do not exist, compensate employees at the agreed rate.

**C. Health, safety and environmental management**

You shall provide a safe and healthy workplace for all of your employees and shall conduct your business in an environmentally sustainable way. In particular, you will

## **METROD HOLDINGS BERHAD (916531-A)**

- Establish appropriate organizational structures and procedures for the effective management of health, safety and environmental risks; and mitigation measures
- Ensure that all workers are sufficiently aware of these risks and appropriately trained on the implementation of control measures.

### **D. Material compliance and conflict minerals**

At METROD, we are determined to comply with regulatory and customer requirements regarding the prohibition and restriction of substances, including hazardous substances and conflict minerals. (REACH / RoHS compliant). Therefore, suppliers shall ensure that the goods provided to METROD are in compliance with requirements covered under the scope of all relevant regulations including REACH regulation and RoHS as applicable.

- Implement a policy regarding conflict minerals and exercise due diligence to investigate the source of these minerals; and
- Respond in a timely manner to METROD's requests for evidence of your compliance with these requirements.

### **E. Business ethics**

You shall conduct your business in an ethical manner. In particular, you will

- Refrain from any and all forms of corruption, extortion and bribery, and specifically ensure that payments, gifts or other commitments to customers (including METROD employees), and any other party are in compliance with applicable anti-bribery laws;
- Disclose to METROD information regarding potential conflicts of interest relating to your activities as a METROD supplier, including disclosure of any financial interest, a METROD employee may hold in your business;
- Protect all confidential information provided by METROD and our respective business partners;
- Respect intellectual property of others, including METROD; and
- Adhere to international trade regulations and export control regulations.

### **F. Procurement by supplier**

You shall procure goods and services in a responsible manner. In particular, you will

- Select your own tier one suppliers providing goods or services directly or indirectly to METROD based on them agreeing to adhere to standards comparable to those set forth in this METROD Supplier Code of Conduct; and
- When working at METROD locations, only subcontract work with prior consent from METROD.

**G. Inspections and corrective actions**

In order to ensure and demonstrate compliance with the METROD Supplier Code of Conduct, you shall keep record of all relevant documentation, and provide to us supporting documentation upon request. To verify your compliance, we reserve the right to audit and inspect your operations and facilities, at our own cost and upon reasonable notice, with or without support of a third party. If the results of such an audit or inspection cause us to be of the opinion that you do not comply with this METROD Supplier Code of Conduct, you shall take necessary corrective actions in a timely manner, as directed by us. If you fail to comply with this METROD Supplier Code of Conduct, then we may take action against you, including suspending or terminating your activities as one of our suppliers.

**H. Access to remedy**

In the context of our business relationship, if you or your employees believe that the terms of this METROD Supplier Code of Conduct are not adhered to, or that METROD is not acting in accordance with its own METROD Code of Conduct, then we encourage you to raise your concerns via the proper METROD channels or contact the undersigned.

Sincerely,

**RAYMOND HOO**

Senior General Manager - Finance