



ZELAN GROUP OF COMPANIES

EMPLOYEES'S CODE OF ETHICS AND CONDUCT

1. Behave with honesty, integrity, act with care and diligence.
2. At all times behave in a way that upholds the Group's Values and the Integrity and Good Reputation of the Group.
3. While on duty overseas, at all times behave in a way that upholds the good reputation of our Country and comply with conduct, laws & regulations of the respective country.
4. Propriety information should never be disclosed to competitors, suppliers or any other parties who have vested interest either directly or indirectly.
5. Customer information should never be revealed without the customer's written approval unless legally required to do so (for example, under a court-issued subpoena)
6. Employee information must never be released to another employee or a third party without appropriate approval. Any request for employee information and references must be directed to the Human Resources Department.
7. Employees are to be appropriately attired and well groomed according to their duties and responsibilities, yet to also project professional business-like image for customers, suppliers and other external parties.
8. Employees are expected to portray themselves professionally and treat, customers, and other stakeholders with mutual respect, equality and dignity fellow colleagues.
9. When carrying out duties, employees should always adhere to the Group's Policies and Procedures.
10. Employees must manage their official duties professionally, without taking advantage of their position and information attained by virtue of their Job Designation to avoid conflict with their personal interests.
11. Employees are to ensure that all Group/Company Assets and Properties are used for Business purposes and it should not at any time be misused and/or vandalized.