

VENDOR CODE OF CONDUCT

INTRODUCTION

The Vendor Code of Conduct (the “Code”) establishes a set of obligations on business and ethical practices, and professional conduct is expected of all vendors engaging or working with the Pelabuhan Tanjung Pelepas (“PTP”).

It is the policy of PTP to adopt sustainable procurement practices, transparently and fairly to support the company business objectives, environmental laws, human rights, and good governance, thus protecting both PTP and the vendors.

The Code shall apply to all contractors, consultants or any person, including their employees, agents, suppliers and sub-contractors (representatives). PTP expects the vendor to comply with the Code when engaging with PTP and throughout its conduct of business with PTP.

In case of a conflict between this Code and the vendor’s contract, the terms of the contract prevail.

COMPLIANCE WITH THE CODE

- All vendors must comply with the Code while conducting business with or on behalf of PTP and must ensure that their employees, agents, representatives and sub-contractors comply with the Code.
- PTP reserves the right to take appropriate steps regarding its relationship with the vendor if there is a reason for concern and to take any action it deems fit against any vendor for non-compliance with the Code, which may include relevant contractual or legal remedies under the law, non-renewal of contract, reporting to the relevant authorities, or disqualifying from participation in any procurement exercise. Where appropriate, the vendor and companies registered under the same director may also be blacklisted.
- Vendor must cooperate fully in investigations or audit by PTP (if any) in respect to compliance to this Code.

COMPLIANCE WITH LAWS AND ETHICAL CONDUCT

- All vendors must fully comply with all applicable laws, rules and regulations that are currently in force.
- PTP is committed to conducting its business legally, ethically, and responsibly and requires our vendors to adhere to the same high standards.
- Vendors must be accountable and honour their commitments in accordance with the terms and conditions of their contracts with PTP.
- Vendors must operate with integrity and conduct business ethically and fairly.
- Vendors shall behave respectfully and professionally.

- Vendor shall not conspire, collude or form a cartel with other vendors to reduce or eliminate competition or any other form of anti- competitive activity while submitting tenders or quotations or during the performance of their works, services, supplies, etc.
- Vendors shall maintain and safeguard the confidentiality of any confidential information obtained in the course of business dealings with PTP including compliance to the Personal Data Protection Act 2010 where applicable.
- Vendors are prohibited from misrepresenting their capabilities in the services rendered or goods delivered to PTP to secure procurement with PTP.
- Vendor is prohibited from making or circulating any public statement on content related to the business or affairs of PTP including making reference of PTP's name for marketing purposes.

PRINCIPLES OF THIS CODE

The Code is guided by the following principles of conduct:

Health, Safety and Labour Standards

Vendors shall:

- Ensure fair labour conditions and all immigration regulations in Malaysia are adhered to with respect to their employees' employment and work permits.
- Ensure compliance with all occupational safety and health laws and regulations.
- Be responsible for the health and safety of all persons affected by its activities while on PTP premises and take reasonable steps to prevent accidents and injury to health.
- Aim to provide an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully, and have equal opportunities.
- A safe and healthy workplace for all their employees and others involved on or affected by their businesses and operations.
- Protection of their employees by providing basic personal protective equipment appropriate to the nature & risk of the work and relevant training on health and safety systems.

Environment

Vendors shall incorporate environmental considerations into their operations to reduce or minimize negative environmental impacts, adhering to all applicable laws and regulations. They shall also adopt best environmental management practices, focusing on waste reduction and promoting sustainability.

Social

PTP does not tolerate harsh, inhumane treatment of any of PTP or the vendor's employees, child labour, any form of discrimination or any substance abuse on PTP's premises or during the performance of the vendor's contractual obligation.

Vendors are expected to respect and support the ethical social practices and conduct all activities in adherence to the relevant labour and human rights laws and regulations.

Governance

Fraud, Bribery and Corruption

- PTP takes a zero-tolerance approach towards fraud, bribery and corruption and any form of dishonesty in its business dealings. All vendors acting for or on behalf of the company are expected to share PTP's values and must at all times refrain from engaging in or being involved in any form of bribery or corruption.
- Vendors are strictly prohibited from directly or indirectly offering gifts, entertainment, travel or other form of gratification to PTP employees which may give rise to the perception or appearance of a potential conflict of interest during a procurement process.
- Vendors are strictly prohibited from directly or indirectly soliciting or offering facilitation payments or any other form of gratification or inducement to illegally secure or expedite the performance of any function or duty, routine or otherwise.
- Vendors are strictly prohibited from any involvement, directly or indirectly, in money laundering or terrorism financing activities.
- Vendors are required to declare in written if the company, or the directors, or officers, or principal owners have been investigated, charged, or convicted with any offences under bribery, corruption, anti-competition, money laundering or any related laws at the beginning of the procurement exercise.

Conflict of Interest

Vendors should exercise proper care and judgement and avoid conflicts of interest in the discharge of their obligations. Should there be any situation of an actual or potential conflict of interest and/or improper advantage, the vendor must report such situation to PTP.

RAISING CONCERNS

The standards of conduct described in this Code are critical to the success of PTP's business relationship with PTP's Vendors. Vendors may in the event the Vendors encounter questionable activities, PTP encourages the Vendors to immediately bring them to PTP's attention via reporting channel at website link <https://www.ptp.com.my/contacts/feedback>.

REPORTING OF IMPROPER ACTIVITIES/WHISTLE BLOWING

A vendor who becomes aware of any actual or likely irregular business dealings or violations by the said vendor or other vendors of the Code must report such matters immediately through email at ptpwreport@mmc.com.my.

PTP further reserves the right to report any actions or activity suspected of being of a criminal nature to the police or other relevant authorities.

All information will be handled with utmost discretion. The identity of the concerned reporting party will be always treated with the strictest confidentiality.

PTP will not tolerate any retaliation taken by employees or vendor or its representatives against any individual for reporting in good faith questionable behaviour or possible violation of the Code.

I acknowledge that I have received, read, and understood the Vendor Code of Conduct of Pelabuhan Tanjung Pelepas (PTP).

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Name : _____

Company Name : _____

Designation : _____