

COMPLETE LOGISTIC SERVICES BERHAD

Registration No. 19900104551 (206220-U)

ANTI-BRIBERY AND CORRUPTION POLICY

1. Policy Statement

Complete Logistic Services Berhad (CLSB) strives to maintain, improve, promote, and protect the high standards of social governance within the Group. Our Board of Directors ensures that all employees and vendors recognize that the Group maintains a serious stance towards any wrongdoing, disregard of their position, authority, and connection of which they hold and have at their disposal.

Recognizing the dangers of Bribery and Corruptive Practices for any establishments, CLSB has pledged to distance itself of such issues, through the formation of a simple but effective **Anti-Corruption, Gifts and Entertainment Policy (ACGEP)**. This is to ensure that the Group is aware and well educated on the importance of maintaining a transparent and professional workplace environment. Similarly, all employees and vendors will be able to raise their concerns without fear of retaliation and being victimized, which is now formally recognized in this policy.

2. Responsibility / Scope

The (ACGEP) applies to all Directors and employees of CLSB as well as vendors and third-party suppliers dealing with CLSB. They shall understand and comply strictly with the requirements of the said policy. If an individual under CLSB is to be offered matters listed in “Strictly Prohibited Benefits”, the individual must report to upper management and human resources afterward. Additionally, the human resource department will enforce and educate all employees of CLSB Group pertaining this policy.

3. Strictly Prohibited Benefits (Not Allowed)

No	Description	Value
1	Meals	Any Amount (Without Prior Approval from MD)
2	Money/ Coupons/ Presents/ Jewelries	Any Amount
3	Commission/Holiday Package	Any Amount

4. Violation / Consequences (CLSB Personnel)

Offence	Action
1	Warning Letter + Counselling
2	Warning Letter + Counselling
3	Warning Letter + Domestic Inquiry (Suspension or Termination)

5. Violation / Consequences (Vendors)

Offence	Action
1	Blacklist from ever conducting business with CLSB

6. Guideline and Implementation

- 6.1 Purchasing and Workshop Department must ensure current and new suppliers have been evaluated effectively with the utilization of the Vendors Selection Checklist for transparency and approved by the MD.
- 6.2 Human Resources must check new recruits background appropriately and determine if the candidate is suitable.
- 6.3 Internal Audit will be conducted for check and balance within CLSB Group.
- 6.4 All employees of CLSB as well as vendors and supplies must read, understand and acknowledge/sign CLSB ACGE and Whistleblowing policy prior to dealing with CLSB.
- 6.5 CLSB will strive to ensure that all employees adhered to the ACGE and Whistleblowing policy, through organizing alternate years for training workshop and team building courses.

7. Monitoring

CLSB will evaluate the ACGEP yearly to enhance and further improve if deem necessary.