

COMPLETE LOGISTIC SERVICES BERHAD

Registration No. 19900104551 (206220-U)

CODE OF ETHICS AND CONDUCT

1. Principle

The principle of this Code is based on the principles of integrity, transparency, responsibility and corporate social responsibility. It applies to all directors and officers of Complete Logistic Services Berhad Group of Companies ("CLSB Group").

2. Purpose

This Code is formulated to enhance the standard of corporate governance and corporate behaviour with the intention of achieving the following aims:-

- a. To establish a standard of ethical behaviour based on trustworthiness, honesty, integrity and values that can be accepted or upheld by any one person.
- b. To uphold the spirit of responsibility and social responsibility in line with the regulations and guidelines governing a company.

3. Code of Ethics and Conduct

In the performance of his duties, a director should at all times observe the followings:

3.1 Corporate Governance

- 3.1.1 To have a clear understanding of the aims and purpose, capabilities and capacity of the Group.
- 3.1.2 To devote time and effort to attend meetings and to know what is required of the board and each of its directors, and to discharge those functions.
- 3.1.3 To stay abreast of the affairs of the Group and be kept informed of the Group's compliance with the relevant laws, rules and regulations of governmental agencies and authorities in jurisdictions within which the Group operates.
- 3.1.4 To insist on being kept informed on all matters of importance to the Group to ensure that the Group is properly managed and effectively controlled at all times.
- 3.1.5 To limit his directorship of companies to a number in which he can best devote his time effectively in the management of the company in which he holds directorship.
- 3.1.6 Have access to the advice and services of the company secretary, who is responsible to the board to ensure proper procedures, rules and regulations are complied with.
- 3.1.7 To disclose immediately all contractual interests whether directly or indirectly with the Group.

- 3.1.8 Not to divert to his own advantage any business opportunity that the Group is pursuing and not to use confidential information obtained in the course of his office for his own advantage or that of others.
- 3.1.9 To act with utmost good faith towards the Group in any transaction and to act in the best interest of the Group.

3.2 Relationship with Shareholders, Employees, Creditors and Customers

- 3.2.1 Should exercise caution and due care to safeguard the interest of shareholders, employees, creditors and customers of the company.
- 3.2.2 Should at all times promote professionalism and improve the competency of management and employees.
- 3.2.3 Should ensure a safe workplace and maintain proper occupational health and safety practices to commensurate with the nature of the Group's businesses and activities.

3.3 Social Responsibilities and the Environment

- 3.3.1 Should ensure the effective use of natural resources, and improve quality of life by promoting corporate social responsibilities.
- 3.3.2 Should ensure that the activities and the operations of the company do not harm the interest and well-being of society.

This Code was approved by the Board of Directors on 13 July 2017 and may be reviewed regularly to ensure that it continues to remain relevant and appropriate.