



# **Synergy House Berhad Group of Companies - Key Internal Controls & Compliance Policy**

**Synergy House Berhad (201646-K)**

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## **1. INTRODUCTION**

The reputation and integrity of SYNERGY HOUSE BERHAD Group of Companies and its direct and indirect subsidiaries ("SYNERGY HOUSE BERHAD Group of Companies") is an asset that is vital to SYNERGY HOUSE BERHAD Group of Companies' success. You and each other Director, Officer, Manager and Employee of SYNERGY HOUSE BERHAD Group of Companies (collectively referred to as "employees"), are responsible for conducting SYNERGY HOUSE BERHAD Group of Companies' business in a manner that demonstrates a commitment to the highest standards of integrity. This Code of Conduct, which applies to all employees, has been created to help meet these standards.

Specifically, the purpose of this Code of Conduct is:

- to encourage among our employees a culture of honesty, accountability, and mutual respect.
- provide guidance to help you to recognize and deal with ethical issues; and
- to provide mechanisms to report unethical or inappropriate conduct.

While this Code of Conduct is designed to provide helpful guidelines, it is not intended to address every specific situation. Nevertheless, in every instance, we require that you act honestly, fairly and with a view towards "**doing the right thing**". Therefore, dishonest, or unethical conduct or conduct that is illegal violates this Code of Conduct, regardless of whether such conduct is specifically referenced in this Code of Conduct. Such violations may result in disciplinary sanction up to and including dismissal.

SYNERGY HOUSE BERHAD Group of Companies has designated a Compliance Officer who is responsible for implementing and administering the Code of Conduct, and implementing the guidelines and policies required by the Code of Conduct. They monitor if the Code of Conduct and its sub-policies have been implemented effectively and report to the Compliance Officer. The Compliance Officer reports accordingly to the Top Management of SYNERGY HOUSE BERHAD Group of Companies.

If you have any questions regarding this Code of Conduct, our guidelines, or policies, feel free to direct your questions to the Compliance Officer. A current list of SYNERGY HOUSE BERHAD Group of Companies' Compliance Officer and their contact information can be found in the appendix.

## **2. OVERVIEW**

- Always expect and require you to act honestly and ethically when you are performing your responsibilities for SYNERGY HOUSE BERHAD Group of Companies.
- Expect and require you to comply with all applicable governmental laws, rules, and regulations.
- Expect you to treat others, including other employees, shareholders, customers, and vendors, in a professional manner; and
- Encourage and support internal disclosure of any violation on this Code of Conduct for appropriate action. We as SYNERGY HOUSE BERHAD Group of Companies:

## **3. RAISING CONCERNS AND REPORTING IMPROPRIETY**

SYNERGY HOUSE BERHAD Group of Companies encourages you to openly discuss compliance issues. Often, asking a question is the best way to determine whether an action is proper and to ensure that we comply with applicable laws. Any question concerning this Code of Conduct, our guidelines and policies can be addressed to your Compliance Officers.

We expect that all our employees conduct themselves in a manner consistent with our values and commitment to ethical conduct. To this end, if you become aware of, or reasonably suspect that there will be or has been a violation of any laws, rules, regulations applicable to SYNERGY HOUSE BERHAD Group of Companies' business, SYNERGY HOUSE BERHAD Group of Companies' policy or this Code of Conduct, – as a first step – promptly consult your immediate supervisor. He or she is responsible for taking necessary steps to resolve the issue. In case your immediate supervisor does not take the necessary measures or in case he or she may be involved in the alleged misconduct, please contact a more senior manager, your Compliance Officer

You may also contact the Compliance Officer directly. A current list of SYNERGY HOUSE BERHAD Group of Companies' Compliance Officer and their contact information is attached for your convenience in the appendix.

#### **4. PERSONAL INTEGRITY**

##### **4.1. CONFLICTS OF INTEREST**

You are expected to put the interests of SYNERGY HOUSE BERHAD Group of Companies ahead of your personal interests or those of any other person or company. You must avoid Conflicts of Interest. A conflict of interest exists when your private interests interfere or could reasonably potentially interfere with the business interests of SYNERGY HOUSE BERHAD Group of Companies.

Examples of Conflicts of Interest include:

- Having outside employment or business or civic affiliations or ventures (including board memberships) that interfere with your ability to perform your duties for SYNERGY HOUSE BERHAD Group of Companies in an objective, effective and timely manner.
- Having a direct or indirect financial interest in a customer, vendor, or supplier.
- Engaging in personal investment or business ventures that compromise or give the appearance of compromising your ability to make decisions in the best interests of SYNERGY HOUSE BERHAD Group of Companies.
- Selecting suppliers, contractors, or vendors on a close personal relationship.

##### **4.2. INSIDER TRADING**

Some of the companies we do business with are a publicly traded company. This places you in a position to potentially obtain material non-public information regarding SYNERGY HOUSE BERHAD Group of Companies customers and business partners. Trading based on material which is non-public information can result in insider trading liability and accordingly, is taken very seriously. Regardless of whether you are listed in an insider list or not, you must refrain from using any non- public information (whether you view it as material) you have learned about SYNERGY HOUSE BERHAD Group of Companies or any publicly traded company for purposes of making investment decisions. Consistent with SYNERGY HOUSE BERHAD Group of Companies' confidentiality and proprietary information policy as described in this Code of Conduct (see section 7.2), you may not disclose such information to any other party, for any purpose, including, but not limited to, for the purpose of that third party engaging in investment activities.

Non-public information includes, but is not limited to:

- development of new products or services.
- unannounced mergers and acquisitions.
- advance notice of changes in senior management.
- non-public financial results; and

- pending or threatened litigation.

The consequences of violating insider trading laws can be severe. If you may have inadvertently disclosed insider information or have questions about whether your actions or the actions of another person may violate the Code of Conduct or insider-trading laws, please contact your Compliance Officer.

As SYNERGY HOUSE BERHAD Group of Companies engages with multinational companies, we are subject to the laws of the many jurisdictions in which we operate. We are committed to conduct our affairs in a manner consistent with all applicable laws. Being a SYNERGY HOUSE BERHAD Group of Companies' employee, you are always expected to conduct SYNERGY HOUSE BERHAD Group of Companies business in accordance with all applicable national, regional, local, and foreign laws, and applicable SYNERGY HOUSE BERHAD Group of Companies policies. SYNERGY HOUSE BERHAD Group of Companies condemns all acts that violate any applicable law, rule, or regulation, even when such action appears to be in SYNERGY HOUSE BERHAD Group of Companies' best interest and is motivated by your best intentions.

## **5. CORPORATE INTEGRITY**

Any action you perform and all decisions you make for SYNERGY HOUSE BERHAD Group of Companies are subject to a wide range of applicable anti-corruption laws. This is simply a reflection of our international work environment. As a matter of example, anti-corruption legislation such as the Malaysian ("MACC") ACT section 17A on Anti-Corruption, U.S. Foreign Corrupt Practices Act ("FCPA"), the UK Bribery Act, and the German Criminal Code has an impact on our daily workflows and actions taken by SYNERGY HOUSE BERHAD Group of Companies employees. These laws share a common denominator which you need to bear in mind at all times: In the broadest sense, these laws prohibit SYNERGY HOUSE BERHAD Group of Companies and its officers, directors, employees, agents, affiliates or any other partners from directly, or indirectly through third parties as may arise from time to time, offering, promising, authorizing or giving anything of value (e.g. money, gifts, rewards, hospitality or other inducements) to any government official or private party (i.e. vendor, supplier, contractor, customer or representative), anywhere in the world, for purposes of improperly obtaining or retaining business, gaining influence, favorable treatment or any other advantage for the Company or another party (active corruption). Under many of these laws, it is equally prohibited to request, agree to receive, or accept such an improper advantage personally or for any other person or entity (passive corruption). Anywhere in the world you are expected never to engage in any kind of corrupt conduct. Never let your actions be driven by the goal to improperly obtain or retain business, to gain influence, favorable treatment or any other advantage for SYNERGY HOUSE BERHAD Group of Companies or

another party. You are furthermore expected never to request, never to agree to receive, and never to accept any such improper advantage for you personally or for another person or entity. All applicable anti-corruption laws as well as SYNERGY HOUSE BERHAD Group of Companies' Anti-Corruption Policy bind SYNERGY HOUSE BERHAD Group of Companies employees. To facilitate your decision-making to greatest extent possible, SYNERGY HOUSE BERHAD Group of Companies' Anti-Corruption Policy identifies the prohibited conduct and defines clearly which advantages to be given or received are subject to mandatory pre-approval. It also explains SYNERGY HOUSE BERHAD Group of Companies' expectations when you conduct affairs on behalf of SYNERGY HOUSE BERHAD Group of Companies. For your convenience, SYNERGY HOUSE BERHAD Group of Companies' Anti-Corruption Policy also provides forms to be used in connection with

- (i) giving or receiving advantages,
- (ii) donations and sponsoring as well as
- (iii) any third-party matters.

While conducting business affairs, you may need to interact with government agencies, ministries, or offices to obtain permits, licenses, or other approvals. If conducted improperly, interacting with governments and government officials can result in significant legal risks to SYNERGY HOUSE BERHAD Group of Companies and even to you personally.

When engaging in such interactions, it is therefore important to obey the following simple rules:

- Do not make any payments to a government official (including indirectly through third parties). Refrain from even creating the appearance that such a payment could be made for the purpose of improperly influencing their opinions or actions.

#### 5.1. ANTI-MONEY LAUNDERING

SYNERGY HOUSE BERHAD Group of Companies is committed to complying with all applicable anti-money laundering laws, rules, and regulations. Our values require that we take steps to ensure that we will only conduct business with reputable vendors, suppliers, contractors, and customers involved in legitimate business activities with funds derived from legitimate sources. Money laundering is broadly defined as engaging in a transaction with criminally derived property, structuring a transaction in order to avoid detection of criminal conduct or engaging in a transaction in furtherance of criminal conduct. Be alert, in particular, to the following:

- Request for cash payments.
- Country where business partner is located deviates from country where its bank is located.
- Unreasonable splitting off transactions.

- A business partner uses multiple accounts or suddenly changes its accounts.

SYNERGY HOUSE BERHAD Group of Companies' Compliance Officer can provide you with further guidance on red flags of money laundering and requirements to prevent SYNERGY HOUSE BERHAD Group of Companies from being involved in any money laundering conduct. If you have any questions about whether a vendor, supplier, contractor, or customer may be involved in money laundering, please contact your Compliance Officer.

In case you recognize any suspicious facts, consult immediately with your Compliance Officer.

- Be attentive where gifts, hospitality or entertainment are/is being provided to a government official. Granting a donation or charitable or political contribution at the request or suggestion of a government official should capture your attention.
- Remind yourself that all interactions with or connected to government officials conducted by you as SYNERGY HOUSE BERHAD Group of Companies employee must be consistent with any applicable law, this Code of Conduct, and all applicable SYNERGY HOUSE BERHAD Group of Companies policies such as the Anti-Corruption Policy.

You must always receive pre-approval from your Compliance Officer before giving or accepting any advantage to or from a government official.

Our success depends upon deep and trusting relationships with our customers and suppliers. When dealing with customers and suppliers, you must act ethically, fairly, courteously, competently, and timely. In furtherance of these objectives:

- You must always act in a professional and courteous manner and avoid misleading customers and suppliers.
- You must only make claims about our services that you know to be true or have adequate information to support.

## 5.2. CUSTOMER AND SUPPLIER RELATIONS

- You must not misuse or disclose confidential or proprietary customer or supplier information.
- You must truthfully represent the nature and quality of our services, prices, contractual terms, and other information.
- When dealing with suppliers, vendors, or customers, you must ensure full compliance with our Anti-Corruption Policy.

### 5.3. AGREEMENTS WITH AGENTS/CONSULTANTS

From time to time, our business may require us to hire agents, consultants, or other third parties to provide services on behalf of SYNERGY HOUSE BERHAD Group of Companies (“Third Party Representative”). Any Third-Party Representative we hire must meet our ethical standards and be capable of sufficiently performing their assigned duties. All arrangements with a Third-Party Representative must be in writing. Contracts with agents and similar distribution agreements should be aligned with a Compliance Officer.

You may not retain any Third-Party Representative or make any payments to a Third-Party Representative unless authorized by the appropriate SYNERGY HOUSE BERHAD Group of Companies manager in a manner consistent with SYNERGY HOUSE BERHAD Group of Companies’ Chart of Authorization. Additional guidance on the interaction with Third Party Representatives is included in SYNERGY HOUSE BERHAD Group of Companies’ Anti-Corruption Policy.

### 5.4. ACCURATE BOOKS, RECORDS AND PUBLIC FILINGS

The effective operation of SYNERGY HOUSE BERHAD Group of Companies’ business, and the integrity of SYNERGY HOUSE BERHAD Group of Companies’ public filings, is dependent on accurate business records. You must prepare and maintain all company records accurately and honestly. No false or misleading entries may be made in any books, records or accounts of SYNERGY HOUSE BERHAD Group of Companies and no SYNERGY HOUSE BERHAD Group of Companies funds may be used for any purpose other than as described in the documents supporting the disbursement.

SYNERGY HOUSE BERHAD Group of Companies personnel engaged in the preparation of these filings, submissions and communications must endeavor to ensure that SYNERGY HOUSE BERHAD Group of Companies’ filings, submissions, and communications accurately and fairly reflect SYNERGY HOUSE BERHAD Group of Companies’ transactions and provide full, fair, timely, accurate and understandable filings.

### 5.5. EMBARGO LAWS, TRADE SANCTIONS, EXPORT CONTROL

SYNERGY HOUSE BERHAD Group of Companies’ international operations can trigger issues under applicable trade sanctions and trade embargo laws. Trade embargo laws and regulations generally prohibit companies located in a particular country from doing business in another specific country. On the other hand, sometimes a country makes it illegal for companies operating within their jurisdiction to recognize embargoes put in place by another country. You must act in accordance with all applicable laws, rules and regulations relating to embargo laws and trade sanctions.

SYNERGY HOUSE BERHAD Group of Companies monitors these embargoes and sanctions and implements controls to make sure we follow them.

If you are responsible for any aspect of our internal accounting controls and financial and tax reporting systems, you must be vigilant in recording entries accurately and honestly and in a manner consistent with all legal requirements. If you are uncertain about proper recording of company transactions or accounting or tax matters, you should consult with a manager.

You must not take any action to fraudulently influence, coerce, manipulate, or mislead any auditor engaged in the performance of an audit of SYNERGY HOUSE BERHAD Group of Companies financial statements. Complaints or concerns regarding accounting, internal accounting controls or auditing matters should be reported as indicated in section 3 of this Code of Conduct.

#### 5.6. FAIR COMPETITION AND FAIR DEALING

SYNERGY HOUSE BERHAD Group of Companies' mission is to be a leader in every market we serve by providing "One Stop Centre" solution for all our customers packaging needs, through

ethical and legal conduct, and not resort to anti-competitive behaviour. Although we recognize the importance of identifying SYNERGY HOUSE BERHAD Group of Companies' strengths and our competitors' weaknesses, you may not seek a competitive advantage for SYNERGY HOUSE BERHAD Group of Companies through fraud, concealment, misrepresentation of material facts, or illegal means. SYNERGY HOUSE BERHAD Group of Companies also does not condone theft of trade secrets and non-public information and you must avoid unauthorized use of any patented, copyrighted, privileged or confidential information.

#### 5.7. ANTITRUST

Antitrust and competition laws seek to protect competition by prohibiting anti-competitive behaviour that results in decreased competition, unjustified price discrimination or produces other artificial forces in the market. Antitrust laws exist in virtually all countries and apply to conduct at all levels of an organization. In general terms, antitrust laws require companies to compete on an individual basis rather than join with other companies in agreements to restrict individual competition. Any kind of concerted actions, informal talks or agreements that are intended to restrict competition or may have the effect of doing so, are prohibited. Even the appearance of anti- competitive behaviour should be avoided. You should be particularly careful at association meetings and trade shows.

To avoid participating in prohibited anti-competitive behaviour, you must not:

- intentionally or unintentionally exchange competitively sensitive information with competitors, for example by talking to competitors about prices, output, capacities, sales, bids, profits, profit margins, costs, methods of distribution or any other parameter that determines or influences SYNERGY HOUSE BERHAD Group of Companies' competitive behaviour.
- Undertake informal discussions and unwritten agreements in relation to behaviour that could have an impact on competition.
- Enter into any actual or inferred agreements with competitors to:
  - Fix the resale prices charged by our customer or set a minimum resale price.
  - Provide our services at predatory or below-cost pricing.
  - enter exclusive arrangements that deny a competitor access to an excessive proportion of the market.
  - As a condition of receiving our services, require a customer or client to purchase another service from us or a product or service from a third party.

The consequences of violating these laws are severe. You must not misuse or disclose confidential or proprietary customer or supplier information.

You must truthfully represent the nature and quality of our services, prices, contractual terms, and other information.

When dealing with suppliers, vendors, or customers, you must ensure full compliance with our Anti-Corruption Policy.

- raise, lower, or stabilize prices or other terms and conditions of sale.
- influence the award of a tender.
- boycott or refuse to deal with certain customers or suppliers.
- reduce output of services.
- allocate clients, services, market, production programs or geographic territories.
- Coordinate on employees' wages and benefits, except as permitted by specific labour laws.
- submit offers when not intending to obtain a contract.

You must maintain all paper and electronic records in accordance with applicable laws on data retention and SYNERGY HOUSE BERHAD Group of Companies policies on records management, including applicable retention periods.

If you are notified by any Compliance Officer or Legal Counsel of SYNERGY HOUSE BERHAD Group of Companies that you have electronic or paper records that are relevant to anticipated or pending litigation, investigation, inquiry, formal proceeding, or audit, you must follow the guidelines for retaining documents set forth in that notice. Do not destroy

any records contained in the notice.

#### 5.8. ENVIRONMENTAL PROTECTION

SYNERGY HOUSE BERHAD Group of Companies complies with all applicable environmental laws, standards and requirements and takes a proactive and long-term view on environmental matters to prevent pollution and continuously improve environmental performance.

Environmental protection and product safety are of great importance, not only for SYNERGY HOUSE BERHAD Group of Companies' reputation but his physical, physiological, mental, economic, cultural, or social identity. SYNERGY HOUSE BERHAD Group of Companies is conscious of the great importance of environmental protection in developing and manufacturing its products. We support national and international efforts to ensure the health of the environment. It is everyone's responsibility to take care that environmental laws are properly observed, and resources are used efficiently.

### **6. EMPLOYMENT**

#### 6.1. HEALTH AND SAFETY

It is the policy of SYNERGY HOUSE BERHAD Group of Companies to comply with all applicable environmental health and safety laws and regulations. SYNERGY HOUSE BERHAD Group of Companies is committed to creating and maintaining a safe working environment and preventing workplace injuries. You are responsible for recognizing hazards, taking steps to correct them, making certain that safe working conditions exist and that safe operating practices are observed. If you observe an unsafe condition, you should warn others, if possible, and immediately report the condition to your manager or local workplace safety contact.

#### 6.2. FAIR EMPLOYMENT PRACTICES

SYNERGY HOUSE BERHAD Group of Companies is committed to complying with all laws relating to freedom of association, working time, wages, and hours, as well as laws prohibiting forced, compulsory and child labour, and employment discrimination.

Do not harass or retaliate against an employee or other person who, in good faith, reports a violation or suspected violation of the law or SYNERGY HOUSE BERHAD Group of Companies policies. If you believe you have been retaliated against for reporting an actual or potential

violation in good faith, report this matter to your Compliance Officer or the local Human Resources Department.

### 6.3. NON–RETALIATION POLICY

Harassment and bullying and considerate of all employees wherever they may be located. All employment decisions should be based upon the qualifications and performance of the individual, the job requirements, and business needs.

## **7. SYNERGY HOUSE BERHAD GROUP OF COMPANIES ASSETS**

### 7.1. PROTECTION AND PROPER USE OF SYNERGY HOUSE BERHAD GROUP OF COMPANIES ASSETS

SYNERGY HOUSE BERHAD Group of Companies property and assets may only be used for legitimate SYNERGY HOUSE BERHAD Group of Companies-related business purposes. You are responsible for ensuring that SYNERGY HOUSE BERHAD Group of Companies' property is not misused, wasted, or damaged. Unless authorized to do so, you are also prohibited from using or taking SYNERGY HOUSE BERHAD Group of Companies property for your personal benefit or gain. You may not provide third parties with any SYNERGY HOUSE BERHAD Group of Companies property, unless you are authorized to do so in a legitimate business transaction. SYNERGY HOUSE BERHAD Group of Companies property includes, but is not limited to:

- Use of work equipment (i.e., laptops, internet, email, mobile phones), including approved personal use authorized in accordance with applicable SYNERGY HOUSE BERHAD Group of Companies policies.
- Office supplies, materials, and services.

### 7.2. CONFIDENTIAL AND PROPRIETARY INFORMATION

Confidential and proprietary information is one of a company's most valuable assets. Without prejudice to any obligation contained in your employment contract or any other document, you may not disclose SYNERGY HOUSE BERHAD Group of Companies' confidential and proprietary information without authorization. Similarly, you may not disclose the confidential information of SYNERGY HOUSE BERHAD Group of Companies' customers, vendors, or suppliers without authorization. You must safeguard SYNERGY HOUSE BERHAD Group of Companies' and any competitor's, vendor's, supplier's, contractor's, customer's, representative's confidential and proprietary information. You may not use or allow anyone

else to use any such confidential and proprietary information, except as required by your job responsibilities.

These obligations apply during working and nonworking hours, whether the information is specifically designated as “Confidential” or “Restricted” and extend beyond your employment with SYNERGY HOUSE BERHAD Group of Companies. Examples of confidential or proprietary information include inter alia

- non-public sales, pricing, and marketing strategies.
- accounting information and non-public financial data, customer lists and contacts.
- non-public information regarding SYNERGY HOUSE BERHAD Group of Companies products, processes, practices, methods, designs, developments, production manufacturing or services.
- development or experimental work in progress.
- trade secrets of customers and SYNERGY HOUSE BERHAD Group of Companies.
- possible acquisitions and divestitures; non-public information relating to customer agreements.

### 7.3. SOCIAL MEDIA

Social media forms an important part of today’s business and is becoming more and more important. “Social media” refers to the means of interactions among people in which they create, share, exchange, and comment on content among themselves in virtual communities and networks. Social media include social networks (e.g., Twitter, Facebook, Instagram, LinkedIn), blogs, wikis, and video streaming websites (e.g., YouTube). SYNERGY HOUSE BERHAD Group of Companies manages the contents of the official company pages on social media in a centralized manner.

Therefore, do not create any SYNERGY HOUSE BERHAD Group of Companies pages on any social media platform.

Keep in mind that postings, both personal and professional, may ultimately be connected to SYNERGY HOUSE BERHAD Group of Companies, even if your affiliation with SYNERGY HOUSE BERHAD Group of Companies is not disclosed. Therefore, when you are active on social media, you must

- be honest, accurate and respectful.
- be open about your affiliation with SYNERGY HOUSE BERHAD Group of Companies if it is relevant to the issue;
- make it explicitly clear that your opinions are personal and may not represent the position of SYNERGY HOUSE BERHAD Group of Companies.

#### 7.4. COPYRIGHTS, PATENTS, AND TRADEMARKS

Intellectual property forms an important part of our economic success and the success of our business partners and customers. You are expected to protect our intellectual property, including any patents, trademarks, trade secrets, technical and scientific knowledge, and expertise developed in the course of our business. You are required to respect the intellectual property of others.

Unauthorized duplication or misappropriation of another's intellectual property may subject you and SYNERGY HOUSE BERHAD Group of Companies to significant fines and criminal penalties.

#### 7.5. IT SECURITY

Confidentiality of postal correspondence and telecommunications must be always maintained. Therefore, pay particular attention to IT aspects of confidentiality such as data protection and data security and protect your computer from unauthorized access by necessary appropriate measures (e.g., changes of password). Do not make any transcripts or copies of data for other than operational purposes and do not access information that is unrelated to your own activities. Do not save confidential business information in public clouds. Have a healthy distrust especially when it comes to business-related topics in social networks or other public portals. Please consult the IT Department in case of any question.

Although this Code of Conduct does not form part of individual contracts of employment, all employees should acknowledge this Code of Conduct and comply with it, unless local applicable laws provide otherwise.

### **8. CASES OF DOUBT**

If you have any doubts or concerns as to whether a specific behaviour is allowed or not, or have any questions in relation to this Policy, please immediately contact your supervisor, HR Manager and/or the Compliance Officer.

### **9. REPORTING & DECLARATION**

If you become aware of any violations of this Policy, you are required to promptly inform your supervisor, HR Manager and/or the Compliance Officer or through the **[whistleblower@synergy-house.com](mailto:whistleblower@synergy-house.com)**

The Policy was adopted by the Board of Directors on 24<sup>th</sup> February 2023.

**Appendix A**

Compliance Officer: Legal & Corporate Affairs Manager

Name : Mr. Zach Teh Zhuo Li

Email Address : [zach.teh@synergy-house.com](mailto:zach.teh@synergy-house.com)

Contact Number : 012-365 8165

OR

Please send email to [\*\*whistleblower@synergy-house.com\*\*](mailto:whistleblower@synergy-house.com)