



BINTULU PORT HOLDINGS BERHAD
(Company No: 199601008454 / 380802-T)

CODE OF BUSINESS ETHICS
BINTULU PORT HOLDINGS BERHAD GROUP

Prepared by : **Group Legal Counsel**

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1.0 MESSAGE FROM GCEO

The Company is one of the leading ports which contributes to the economic success of Malaysia and Sarawak by being recognised as the second largest liquefied natural gas terminal in the world in a single location and serving various industries in Bintulu and Samalaju. Further, it is the Company's Vision and Mission to become a World Class Port Operator by delivering operational excellence and ensuring the Company's long term sustainability based on 3Ps (Profits, People, Planet). To achieve this end, we must operate with high ethical standards without compromising integrity at all. The practices implemented must be guided by the Company's policies and procedures and the business decisions made must be in accordance with the provisions of laws and regulations while each behaviour must be based on the Company's corporate values. The needs highlighted above became the starting point for the formulation of this Code of Business Ethics.

Every employee and third party who has business dealings with the Company is encouraged to read this Code of Business Ethics and understand the role of ethics in maintaining the integrity and image of the Company. Our challenge is to reduce unethical behaviour at the workplace that may violate the provisions of laws and regulations which may result in civil and/or criminal litigation, disciplinary actions, fines or even imprisonment.

Ethics and compliance will help us carry out our job, role and/or responsibility properly. Let us together bear the responsibility of upholding this Code of Business Ethics.

Thank you.



DATO MOHAMMAD MEDAN ABDULLAH

Group Chief Executive Officer

Bintulu Port Holdings Berhad

Date: 22.03.2021

2.0 INTRODUCTION

This Code is known as the “Code of Business Ethics of BPHB Group” (COBE) and it covers all employees at all levels of the Company and third parties who has business dealings with the Company including, but not limited to customers, port users, agents and its representatives, consultants, contractors, sub-contractors, vendors and suppliers. The standards set forth in this COBE should be used as a reference and guideline, but it is not intended to supersede any procedures or protocols introduced by the Company, or any relevant statutory and/or regulatory requirements as enacted by the Local, State and/or Federal Government.

Please keep this COBE and refer to its contents whenever you have any questions in the nature of an ethical situation, appropriate conduct or legal compliance.

If you have any queries, kindly seek advice and/or assistance from your Head of Division and/or Department or Supervisor or call the Compliance and Integrity Department of Group Legal Counsel at 086-291686 or 086-291582.

3.0 DEFINITION

Company	: means Bintulu Port Holdings Berhad and its subsidiaries, i.e. Bintulu Port Sdn. Bhd., Biport Bulkera Sdn. Bhd. and Samalaju Industrial Port Sdn. Bhd.;
Company's assets and/or facilities	: include materials, equipment, appliances, computers, property, proprietary information and funds owned by the Company;
Competitor	: a company and/or individual who is directly or intending to directly compete with the business of the Company;
Employee	: means any person, irrespective of his occupation, who has entered into a contract of service with the Company;
Family	: means parents, spouses and children including stepchildren and adopted children, siblings, grandparent, aunt, uncle, cousin, niece, nephew and in-law;
Port Premises	: includes any property either owned or leased by the Company;
Third Party	: includes but are not limited to the Company's customers, port users, agents and its representatives, consultants, contractors, sub-contractors, vendors and suppliers; and
Top Management	: means the Company's Management, i.e. Group Chief Executive Officer (GCEO), Chief Operating Officer for each subsidiary and the Heads of Division.

4.0 VISION, MISSION AND CORPORATE VALUES

Vision

A World Class Port Operator.

Mission

Delivering Operational Excellence and Ensuring Our Long Term Sustainability based on 3Ps (Profits, People, Planet).

Corporate Values

Teamwork

Valuing team effort and the importance of working together as one Group to achieve the Company's Vision.

Integrity

Living up and conducting business to the highest ethical standards and governance.

Innovation

Delivering effective solutions to each customer's needs and continuously adopting new technology to maintain the Company's competitiveness.

Professionalism

Providing quality services in a highly professional manner with sincerity, bold as in having the confidence to go beyond the conventional, taking ownership and responsibility and proactively taking the initiative to act in advance of future needs and/or changes.

5.0 EMPLOYEE ETHICS

Employees should always act and/or conduct themselves in accordance to the utmost ethical standards and should use the following standards as a point of reference and/or guideline to prevent non-compliance with the General Code of Conduct and Discipline of the Company (*Kaedah Am Kelakuan dan Tata tertib Syarikat*) issued by Group Human Resource Management:-

5.1 Respecting Individuals

Employees shall treat each individual with respect by way of recognizing every individual's role, treating each individual with dignity, listening to the ideas and opinions of others as well as recognizing each individual's contribution to the Company.

5.2 Fitness and Attendance

Employees shall keep themselves physically fit for work and always be punctual. Availability and alertness ensure the Company's overall productivity and efficiency.

5.3 Personal Appearance

Personal appearance is a reflection of the Company's reputation, image and brand. Therefore, employees must always be well groomed and in proper working attire.

5.4 Fraud

Fraud is the act of deception with the intention of obtaining an advantage, avoiding obligation or causing loss to another party. Engaging in fraudulent activities is a major offence under the laws of Malaysia which attracts criminal liability if proven. Therefore, employees must refrain from being involved in any fraudulent activities.

5.5 Alcohol, Drugs and Illegal Substances

Processing, possessing, distributing, giving, selling, trafficking drugs illegally or consuming alcohol, and/or other controlled substances by

employees on the premises and/or property of the Company is prohibited except in the case of individual needs for which usage or consumption of drugs are approved by a certified medical practitioner for the purpose of medication.

5.6 Immoral Activities

To ensure that the Company's reputation, image and brand is not put at risk and/or tarnished, all employees shall not engage in any immoral behaviour and/or activities. Immoral behaviour and/or activities include but are not limited to the delivery of obscene materials using any form of channel whether via printed form, electronic or new media information and communication technology (ICT) or short message system (SMS) or instant messaging platforms via mobile phones.

5.7 Harassment at the Workplace

Abusing, harassing or offensive behaviour and/or conduct, whether sexual or not, used or displayed at work or business dealings is unacceptable whether verbally, physically or in visual form. Such behaviour and/or conduct would include derogatory comment based on gender, religion, race, ethnicity and/or unwelcome sexual advances.

5.8 Criminal Activities

Employees shall not be involved in any form of criminal activities as classified under the laws of Malaysia, i.e. theft, illegal gambling, use of weapons and violence in the workplace. The Company's property, facilities, resources and/or services shall not be used by employees for the purpose of financing and/or supporting criminal activities.

6.0 CONFLICT OF INTEREST

Employees are expected to act in the best interest of the Company. Conflicts of interest exist when an employee is faced with a choice between what is in his or her personal and/or political interest against the interest of the Company.

6.1 Corruption and Any Illegal Activities

Employees of the Company shall not, whether directly or indirectly, offer, give, solicit or receive any gifts including money, privileges, special facilities, souvenirs, valuables or assistance or receive any kind of special treatment, for the purpose of inducing, obtaining, retaining or directing any business dealing as it would attract corporate liability against the Company and may tarnish the reputation, image and brand of the Company except in the following situations:-

- Gifts such as merchandise, products, services or personal assistance, shall not be accepted unless the type and amount are reasonable and are customary under certain circumstances and have no effect on the recipient's decision.
- Participation in business entertainments such as lunches, dinners, theatres, sport events in the course of work are acceptable if the entertainment aims to foster and strengthen business relations, which do not become a practice and/or norm and are not lavish.

Anti-Bribery and Corruption Policy and No-Gift Policy

All employees shall adopt a zero-tolerance approach to all forms of corruption and bribery and upholds the Anti-Bribery and Corruption Policy and the No-Gift Policy in all of the Company's business dealings. All employees shall be committed to conduct all of the Company's business in an honest and ethical manner with transparency and act professionally and fairly in all of the Company's business relationships.

6.2 Employees' Involvement in the Company's Business Affairs

Employees who have vested interest in businesses that have dealings with the Company, whether directly or indirectly, and/or involved in any decision-making process on such matters while on the said business dealings in the course of their duties shall declare to the Top Management and subsequently refrain from any involvement in the said business dealings.

6.3 Employees' Family's Involvement in the Company's Business Affairs

Employees whose families have an interest in businesses related to the Company, whether directly or indirectly, shall declare to the Top

Management and subsequently refrain from any involvement in the business.

6.4 Other Employment

Employees are not allowed to work with other companies or carry out other work independently without the written approval of the Top Management as stated in the General Code of Conduct and Discipline of the Company (*Kaedah Am Kelakuan dan Tata tertib Syarikat*) issued by Group Human Resource Management.

6.5 Political Activity and Contribution

Employees who wish to engage in any political activities such as campaigning for political purposes must obtain approval from their respective Heads of Division and/or Department and use their non-working time or annual leave for that purpose.

Before accepting any portfolio in any political party, approval must first be obtained from the GCEO. Employees who wish to contest as State and/or Federal level election candidates are required to resign from the Company.

The Company does not make any contributions and/or donations whether in the form of monetary or in kind to political parties, political party officials or political candidates except in accordance with the laws and with the written authorisation of the GCEO as stated in the Anti-Bribery and Corruption Policy. Any employee who contribute to any political party or political candidate without the appropriate authorisation or approval shall be deemed to be acting in his/her own capacity and not on behalf of the Company.

6.6 Declaration when in Conflict of Interest

Employees are encouraged to make voluntary declaration to their respective Head of Division and/or Department or Supervisor if there is a conflict of interest when carrying out their roles, duties and/or responsibilities at the workplace.

Kindly request a copy of the Declaration Form from the Compliance and Integrity Department of Group Legal Counsel when the need so arises.

7.0 BUSINESS RELATIONS

7.1 Corporate Identity

Employees who wish to use the Company's name, logo and colours when communicating with third parties in the Company's business dealings or briefing the Public, must adhere to the guidelines below.

Employees are not allowed to:-

- Make any changes to the Company's logo;
- Use logo, symbols, design or other emblems to replace the Company's logo; and
- Use the Company's logo for any other purpose except for the Company's business.

7.2 Media and Broadcasting of Information to the Public

Employees should immediately channel inquiries from the media to the relevant division and/or department. Employees must ensure that all forms of communication to the Public adheres to the Guidelines on Media Management of Bintulu Port Holdings Berhad Group (*Garis Panduan Pengurusan Media Kumpulan Syarikat Bintulu Port Holdings Berhad*) issued by Group Corporate Services.

7.3 Stakeholders Relations

- Customer

Employees must provide quality customer service and treat customers professionally, respectfully, fairly, politely and act promptly to meet their needs.

- Shareholders

Employees must always conduct themselves in a professional manner when dealing with our shareholders. The Company is committed to create value and protect shareholders' investment. This end is achieved vide maintaining clear and active dialogue and engagement with our shareholders.

- Community

The Company values the importance of the community and the Public in which the Company operates in and understands the need to provide its continual assistance and support to the community via its corporate social responsibility programs. As such, employees are reminded to always act with integrity and the highest regard to good corporate governance and transparency when serving the community at large.

7.4 Competitor Relations

Employees are not allowed to discuss with competitors of the Company or its representatives regarding the following:-

- Prices such as lease rates;
- Procurement details such as bids and budget;
- Terms and conditions of agreements;
- Cost, profits or profit margin;
- Project offering; and
- Customer and supplier classification.

Employees who fail to keep confidential the above shall commit a serious misconduct as listed in the General Code of Conduct and Discipline of the Company (*Kaedah Am Kelakuan dan Tata tertib Syarikat*) issued by Group Human Resource Management.

7.5 International Business

Employees assigned overseas shall:-

- Be sensitive to and observe the local customs and culture;
- Respect the government of the day;
- Abide by the laws of the country;
- Keep abreast with the development of the local political and business environment;
- Use good judgments in business dealings;
- Report the development of the Company's business to the Top Management regularly;
- Report situation that may endanger lives, the Company's business, assets and/or facilities to the Top Management; and

- Not be involved in any illegal activities including boycotting or picketing, corruption, bribery or anti-government and relationship and/or actions that may potentially cause conflicts of interest.

8.0 PROCUREMENT AND VENDOR RELATIONS

Employees involved in the Company's procurement activities shall abide by the Procurement Policy of Bintulu Port Holdings Berhad Group (*Peraturan Perolehan Kumpulan Bintulu Port Holdings Berhad*) issued by Group Legal Counsel. The policy provides guidelines on the procurement process, acceptable business behaviour and the implications of non-compliance to the policy.

9.0 THE COMPANY'S DOCUMENTS AND RECORDS

Employees must ensure that the Company's documents and records are well maintained and kept safe so that they are accurate, up-to-date, easy to read, accessible, readily identifiable and retrievable.

10.0 SAFEGUARDING THE COMPANY'S ASSETS AND/OR FACILITIES

Employees must make good use of the Company's assets and/or facilities and ensure proper maintenance of it. The inventory of the Company's assets and/or facilities must be updated regularly and kept safe and secure at all times.

Employees should not:-

- Reproduce and/or make copies of private and confidential information for personal use;
- Use the Company's assets and/or facilities for personal use (including computers and office resources, equipment, appliances and other facilities) which would result in additional costs to the Company, interfere with work efficiency or which does not comply with the Company's policies, procedures and/or protocols;
- Allow the Company's assets and/or facilities to be used for illegal activities; and
- Use the Company's assets and/or facilities or information for personal gain.

10.1 Information System

Every employee is restricted from unauthorised access to and/or usage of the Company's information systems. Employees shall not modify, relocate, install or reconfigure the Company's systems except with the guidance of the relevant Group Information Technology (IT) personnel and are bound by the Information Security Policy.

10.2 Intellectual Property

It is the Company's policy not to infringe upon the intellectual property rights of any other party. When using another company's names, trademarks, logos or printed materials, employees must comply with all applicable laws.

10.3 Private and/or Confidential Information

Employees must protect the private and/or confidential information of the Company and of third parties from unauthorized disclosure and ensure that such information are properly managed throughout the Company.

Private and/or confidential information can only be used by the relevant parties for business purposes and must be handled with care. Assisting third parties to gain access to such information is prohibited. Should any release of such information become necessary, the relevant authorised personnel, department and/or division shall be consulted first and their approval obtained in writing.

Employees shall not misuse the Company's private and/or confidential information or any form of information derived from their respective job for personal and third party gain.

11.0 HEALTH, SAFETY AND ENVIRONMENT

11.1 Occupational Safety and Health

Employees and third parties share with the Company the common responsibility of ensuring the safety and health of all employees, third parties and the assets and/or facilities of the Company as enshrined in Section 15 of the Occupational Safety and Health Act (OSHA) 1994. Employees and third parties are reminded to create and maintain a good working environment to prevent workplace injuries and shall use all equipment provided for their protection, especially when working in the Port Premises. It is the responsibility of all employees and third parties to ensure that the protective equipment are in good working condition and shall report any unsafe equipment and appliances, hazardous conditions that may cause accidents.

All work (herein referred to engineering works, construction and renovation works, surveys and inspections) must be authorised with a written Permit-to-Work (PTW) Certificate. Hence, all third parties are reminded to ensure that they have the valid and complete PTW Certificate before commencing work.

Every employee and third party are responsible for safeguarding their own safety and health, the safety and health of their co-workers and the Public, and must comply with the Factories and Machinery Act 1967, the OSHA 1994, the requirements of the Integrated Management System Policy, Zero Fatality and Accident Rules and the safety requirements issued by the Company. If there is any doubt, employees and third parties should seek clarification from their respective Supervisor before starting work.

11.2 Environment

The Company is committed to preserve the environment and holds firmly to operating its businesses in ways that meet statutory and regulatory requirements on environmental impact such as the Environmental Quality Act 1974, Environmental Quality (Scheduled Wastes) Regulations 2005 and Department of Environment's directives. The Company strives to achieve a sustainable long-term balance between meeting its business goals and preserving the environment. Every employee and third party share with the Company the common responsibility of preserving the environment.

11.3 Emergency

Incident and/or Accident Notification, Reporting and Investigation

The Company is committed to ensure the safety of all employees and third party within its premises at all times. Hence, the Company through Group Health, Safety and Environment has issued the Notification of Incident/Accident and Incident/Accident Reporting and Investigations procedures which:-

- established the procedure for incident and/or accident reporting; and
- defined the management of incident and/or accident which occurs to prevent reoccurrence.

Employees are encouraged to familiarise themselves with the procedures above and use them in the event of an occurrence of an incident and/or accident.

Employees and third parties may notify and/or report any incident and/or accident to Group Health, Safety and Environment's hotlines:-

For Bintulu Port and Biport Bulklers

- 086-291222
- 086-291555
- 086-291666

For Samalaju Industrial Port

- 086-296899
- 086-296815
- 086-296866

For any incident and/or accident at sea, employees and third parties may contact Marine Channel VHF 16.

Emergency Response Plan

In the event that the Ports of Bintulu and/or Samalaju are declared to be under a state of emergency, all operations of the Ports shall be governed, controlled and operate as per the Emergency Response Plan issued by Group Health, Safety and Environment until the situation renders it fit for operation. The state of emergency can either be minor, serious or major and can be activated by the Company. While under a state of emergency, all employees and third parties shall provide any assistance requested by the Company.

12.0 SECURITY

12.1 Security Co-operation

The Company is a certified International Ship and Port Facility Security Code (ISPS Code) Port and it has to comply with the ISPS Code, the Merchant Shipping Ordinance 1952 and the Protected Places Act 1959. Hence, all employees and third parties are advised to adhere and comply with the Security Policy as issued by Group Security and provide co-operation to personnel of Group Security for security checks, identity verification and any other security requirements.

Further, all employees and third parties shall immediately report any suspicious acts and/or activities or any security incidents to Group Security via its hotlines at 086-291444 for Bintulu Port and Biport Bulklers and 086-296884 for Samalaju Industrial Port. If there is any doubt, employees and third parties should seek clarification from their respective Heads of Division and/or Departments or Supervisor or from Group Security.

12.2 Admission into the Port Premises

Only employees and third parties who have valid pass issued by Group Security are allowed to enter the Port Premises. Employees and third parties are reminded and shall adhere to the following when within the Port Premises:-

- No person or vehicle shall enter or remain in any part of the Port Premises without a valid pass issued by Group Security. They have to produce their valid passes when required to do so by personnel of Group Security or any authorised personnel of the Company.
- No visitor or person shall be allowed to enter, inspect or take photographs of the Port Premises or any other area within the Port without permission of Group Security or any authorised personnel of the Company.
- Any person who is in the Port Premises shall comply with all such directions regulating his movement and conduct as may be given by personnel of Group Security or any authorised personnel of the Company.

Any encroachment by any unauthorized person, including the Public must be reported to the Supervisor or Group Security immediately.

13.0 COMPLIANCE

Employees and third parties must comply with all applicable laws, regulations, by-laws, orders, rules, policies, procedures, guidelines and protocols issued by the Company, conditions related to the Company's business activities and the provision in this COBE. Any non-compliance must be reported immediately to the Head of Division and/or Department or Supervisor.

Employees and third parties should:-

- Be familiar, understand and comply with all provisions of the laws, regulations, by-laws, orders, rules, policies, procedures, guidelines, protocols and conditions that are applicable and/or related to their duties.
- Seek clarification from the Head of Division and/or Department or Supervisor or Compliance and Integrity Department of Group Legal Counsel if unsure of the impact of any applicable laws, regulations, by-laws, orders, rules, policies, procedures, guidelines, protocols and conditions that may arise before taking any action.

14.0 ETHICAL ACTIVATOR (WHISTLE-BLOWER)

An ethics mover (whistle-blower) is a person who informs the authorities in the Company of any wrongdoing, misconduct or violation of laws and regulations that occur within the Company.

The Company has established a Whistle-blowing Procedure that provides a confidential and covert channel of communication for employees and third parties to voice out their concerns and/or report any improper conduct (misconduct or criminal offence) which may be accessible at <http://www.bintuluport.com.my/Contact/Whistleblower/> or via email at whistle@bintuluport.com.my.

Employees and third parties are encouraged to familiarised themselves with the Whistle-Blower Policy and use the Whistle-Blower channel for proper disclosure of any improper conduct (misconduct or criminal offence).