



Code of Conduct for Contractors

Introduction

This Code of Conduct applies to all contractors engaged by Protasco Berhad and its various business units, including but not limited to road maintenance, property development, construction, education, clean energy, engineering consultancy services, and trading & manufacturing. It outlines the ethical and professional standards that contractors must follow to ensure alignment with Protasco Berhad's commitment to sustainability, quality, and integrity in all operations.

1. Compliance with Laws and Regulations

Contractors are required to strictly adhere to all applicable local, national, and international laws, regulations, and industry standards. This includes compliance in areas such as:

- Labour, employment, and human rights laws.
- Environmental regulations.
- Health and safety standards.
- Anti-corruption, anti-bribery, and anti-money laundering regulations.
- Regulatory compliance specific to each business unit (e.g., construction, education, energy).

2. Health, Safety, and Environmental Standards

Contractors are required to:

- (a) Adhere to ISO 45001 standards for Occupational Health and Safety.
- (b) Maintain safe working environments for all employees, clients, and stakeholders.
- (c) Implement effective environmental management practices, ensuring compliance with regulations related to waste disposal, pollution control, and the use of hazardous materials.
- (d) Ensure all equipment, machinery, and tools are in safe operating condition and are used by qualified personnel.

- (e) Promptly report all safety incidents or environmental breaches.
- (f) Conducting regular health and safety training for employees to prevent accidents and reduce risks.
- (g) Promoting sustainability initiatives that align with Protasco Berhad's goals, including reducing GHG emissions, boosting energy efficiency, and responsible material sourcing.

3. Labour and Human Rights

Protasco Berhad expects all contractors to respect human rights and ensure fair treatment of their employees. Contractors must:

- Prohibit child labour, forced labour, and all forms of human trafficking.
- Ensure non-discriminatory practices in hiring, wages, and employment.
- Provide safe, equitable, and harassment-free workplaces.
- Ensure that wages, benefits, and working conditions meet or exceed legal standards.
- Support the rights of employees to associate freely and engage in collective bargaining.

4. Ethical Business Practices

Contractors must:

- (a) Conduct business with honesty, integrity, and transparency.
- (b) Refrain from offering, giving, or receiving bribes, kickbacks, or any other form of improper payments to obtain or retain business.
- (c) Avoid any conflicts of interest that may interfere with their obligations to Protasco Berhad.
- (d) Disclose any personal or financial relationships with Protasco Berhad employees that could influence the impartiality of business decisions.
- (e) Adhering to Protasco Berhad's Anti-Corruption Policy.

5. Environmental Stewardship

Contractors are required to:

- (a) Implement environmentally sustainable practices in their operations, including energy efficiency, waste reduction, and water conservation.
- (b) Use sustainable and environmentally friendly materials wherever possible.
- (c) Ensure compliance with all environmental regulations, including responsible sourcing of materials from approved suppliers (e.g., CIDB, SIRIM, or IKRAM Quality Assurance).
- (d) Support Protasco Berhad's GHG emissions reduction strategies by incorporating renewable energy and other low-carbon technologies.

6. Quality and Continuous Improvement

Contractors must maintain the highest quality standards in delivering services and products, including:

- (a) Deliver high-quality work that meets Protasco Berhad's standards and client expectations.
- (b) Implement a quality management system (e.g., ISO 9001:2015) to ensure consistent and reliable results.
- (c) Strive for continuous improvement by staying updated on industry best practices and incorporating innovative technologies or processes.
- (d) Proactively address any issues or defects that arise in the course of their work.
- (e) Meeting all contractual obligations, specifications, and deadlines while ensuring the quality of materials, processes, and finished products or projects.
- (f) Cooperating with Protasco Berhad's internal and external audits to ensure compliance with agreed-upon standards.

7. Confidentiality and Data Protection

Contractors must:

- (a) Safeguard all confidential and proprietary information related to Protasco Berhad and its Business Units.
- (b) Comply with all applicable data protection regulations, including ensuring that personal data is handled securely and in accordance with privacy laws.
- (c) Avoid sharing confidential information with unauthorised third parties or using it for personal gain.
- (d) Ensure that any data shared with or collected by contractors during the course of business is handled securely and only used for authorised purposes.
- (e) Prevent unauthorised disclosure or misuse of information related to Protasco Berhad's operations, clients, or projects.

8. Anti-Corruption and Anti-Bribery

Contractors must comply with Protasco Berhad's Anti-Corruption Policy and all relevant anti-bribery laws. This includes:

- (a) Prohibiting any form of bribery, extortion, or embezzlement.
- (b) Refraining from offering any gifts, entertainment, or other incentives to Protasco employees that could influence business decisions.
- (c) Completing required anti-corruption training and ensuring all employees understand and comply with these expectations.
- (d) Reporting any suspected incidents of corruption or bribery through Protasco Berhad's whistleblowing channel.

9. Social Responsibility and Community Engagement

Contractors are encouraged to support Protasco Berhad's corporate social responsibility (CSR) initiatives by:

- (a) Contributing to the well-being of local communities through responsible business practices and ethical conduct.
- (b) Partnering with Protasco Berhad in community development programmes aimed at uplifting marginalised communities, including the B40 group.
- (c) Supporting Protasco Berhad's gender diversity initiatives, particularly in ensuring fair representation of women in managerial roles.

10. Responsible Procurement

All contractors are expected to:

- (a) Adhere to Protasco Berhad's responsible procurement practices by sourcing sustainable, high-quality materials.
- (b) Evaluate and ensure the environmental, social, and governance (ESG) performance of their suppliers.
- (c) Support local industries by prioritising local suppliers to enhance community development and shared prosperity.
- (d) Comply with Protasco Berhad's supplier Code of Conduct, ensuring all subcontractors and vendors also meet the required standards.

11. Reporting and Accountability

Contractors must:

- (a) Promptly report any violations of this Code of Conduct or any other unethical practices to Protasco Berhad's management via our whistleblowing channel: whistleblow@protasco.com.my
- (b) Cooperate fully with any investigations or audits related to compliance with this Code.
- (c) Accept responsibility for any non-compliance and take immediate corrective action to resolve the issue.

12. Termination of Contract

Failure to comply with this Code of Conduct may result in the termination of the contractor's relationship with Protasco Berhad.

Protasco Berhad reserves the right to take appropriate actions, including termination of contracts, if violations are identified.

The Code of Conduct for Contractors, along with the Sustainability Policy, will be communicated to all employees and stakeholders and will be regularly reviewed and updated to reflect evolving sustainability priorities and best practices. This Code of Conduct will undergo an annual review, or more frequently if needed, to ensure its continued relevance and alignment with the Group's Sustainability Strategy, particularly in relation to governance and supply chain management practices.