

Lee Swee Kiat Group Bhd

Code of Conducts and Ethics – Reviewed on Feb 2020

1 INTRODUCTION

The Board of Directors (“the Board”) wishes to maintain a high standard of business conducts and ethics for long term sustainability as well as be a responsible corporate citizen. This Code acts as a reference for conducts of which the Board wishes the Group to practise in its day to day operations.

2 List of Standards of Conducts

- a) To practice the Group’s Motto “EIIIE” which stands for “ Effective, Integrity, Improve and Efficiency”
 - i) ‘Effective’ means constantly achieve the Group’s strategies.
 - ii) ‘Integrity’ involves maintaining highest standards of honesty and ethics in discharging one’s duties
 - iii) ‘Improve’ means to continually upgrade oneself with better skills and knowledge for greater productivity
 - iv) ‘Efficiency’ involves the best use of company resources to achieve the targets with lowest cost or in shortest time possible.

- b) Compliance to all applicable laws, rules and regulations
 - i) The Group shall constantly be aware of all applicable laws, rules and regulations applicable for lawful Group’s business operations
 - ii) The major laws, rules and regulations include, inter alia, the Income Tax Act, Labour Law, Bursa Securities Listing Requirements.

- c) To promote sustainability on environment, community and working environment

The Group has established in the Board Charter details of the Social Responsibility Philosophy which should be conveyed to the whole organization.

- d) To cultivate environment of high integrity by having a Whistle Blowing Policy

A Whistle Blowing Policy is in place to complement the internal audit procedures to assist the Board in deterring and early detection of fraud.

- e) To avoid situation that may cause conflict of interest to arise. Should such situation become unavoidable, action in the best interest of the company should be taken.