



# GROUP CODE OF CONDUCT

Effective Date: November 2025

Prepared By: Head of Human Resource and Administration

Approved By: Board of Directors

Applies To: Rentak Segar Group and all its subsidiaries (“the Group”)

# **CODE OF CONDUCT**

## **1. Integrity and Ethical Business Practices**

We conduct all operations — from manufacturing to on-site installation — with honesty, transparency, and accountability. Ethical behaviour is expected in every interaction with clients, contractors, suppliers, and regulatory bodies.

## **2. Workplace Safety and Compliance**

Safety is our highest priority. All employees must follow industry safety standards, wear required PPE, and comply with site-specific safety rules. Unsafe behaviour, shortcuts, or negligence are strictly prohibited.

## **3. Quality and Technical Standards**

We are committed to producing and installing cables that meet or exceed engineering, regulatory, and industry standards. Employees must follow approved procedures, avoid unauthorized modifications, and report defects immediately.

## **4. Respectful and Inclusive Work Environment**

We maintain a workplace free from harassment, discrimination, bullying, or intimidation. Every team member — whether in the factory, warehouse, or construction site — must be treated with dignity and respect.

## **5. Protection of Company Assets and Materials**

Tools, equipment, vehicles, and cable materials must be used responsibly and only for authorized work. Theft, misuse, or unauthorized removal of materials is strictly forbidden.

## **6. Confidentiality and Data Protection**

Employees must safeguard technical drawings, project specifications, pricing information, and customer data. Sensitive information must not be shared with unauthorized parties.

## **7. Environmental Responsibility**

We minimize waste, handle scrap materials responsibly, and follow environmental regulations related to cable disposal, chemical handling, and site cleanliness.

## **8. Anti-Bribery and Anti-Corruption**

We do not tolerate bribery, kickbacks, or any form of improper influence in procurement, inspections, or project approvals. All gifts or benefits that may affect decision-making must be declined or reported.

## **9. Conflict of Interest**

Employees must avoid situations where personal interests could compromise professional judgment — including relationships with suppliers, subcontractors, or competitors.

## **10. Accurate Reporting and Documentation**

All project records, installation reports, test results, and inventory logs must be accurate and truthful. Falsifying documents or hiding information is a serious violation.

## **11. Responsible Conduct on Job Sites**

Employees must behave professionally on all construction sites. This includes respecting client property, following access rules, and maintaining a clean and organized work area.

## **12. Reporting Misconduct**

We encourage employees to report safety concerns, unethical behaviour, or policy violations through official channels. Reports will be handled confidentially and without retaliation.