



## LEADER STEEL HOLDINGS BERHAD

STANDARD OPERATING PROCEDURE		
<b>Anti-Bribery &amp; Anti-Corruption</b>	DOC. NO	LS-AC
	REV. NO	1.0
	EFF. DATE	1 June 2020

### 1 Objective

To provide information and guidance to those working for the Leader Steel Holdings Berhad Group of Companies (“the Group”) on how to recognize and report on any incidence of corruption or gratification or bribery that has happened or may be happening with any employee or agents of the Group.

### 2 Scope

This standard operating procedure applies to all employees (including full-time, contract, part-time, temporary staffs or interns) and all external parties dealing with the Group, including consultants, customers, vendors, independent contractors, external agencies and/or any other party with a business relationship with the Group (“agents”).

### 3 Responsibilities of Key Personnel

#### 3.1 Board of Directors

Agree and sets out the Anti-Corruption Policy.

#### 3.2 Corporate Level

- To implement the policy by setting out the Anti-Corruption Standard Operating Procedures.
- To approve relevant anti-corruption training on compliance and awareness for employees.
- To evaluate the effectiveness of the procedures adopted from time to time and advise the Board of Directors of any changes that may be required of the policy.

#### 3.3 Management

- To communicate the policy and standard operating procedure to all employees.
- To communicate the policy to all agents of the Group.
- To recognize the types of gratification, bribery and corruption that may occur within the business of the Group.
- To ensure an adequate system of internal control exists and operates effectively to minimize the opportunity for employees and agents to receive or give or offer any form of gratification, a bribery inducement in the conduct of the Group’s business for personal benefit or for the benefit of the Group.
- To ensure new employees and agents are given approved briefing on Anti-Corruption Policy and SOP.

### **3.4 Employees**

- To act ethically and with integrity at all times especially when he or she is representing the Group.
- To report any incidence of gratification, bribery or corruption to the person specified in Section 7 below as soon as the employee has knowledge or becomes aware of such incidence.
- To not give, agree to give, promise or offer to or accept from any person/party, any form of gratification or bribery either voluntarily or when asked to do so in the conduct of the Group's business for personal benefit or for the benefit of the Group.

## **4 Forms of Corruption**

### **4.1 Bribery**

Bribery is an inducement or reward offered, requested, promised or provided with the intent to obtain or retain any commercial, contractual, regulatory, business or personal advantage in the conduct of business for the Group. Hence, the employees shall not:

- give, agree to give, promise, or offer to any person/party any gratification payment, gift, hospitality or other benefit with the intent that a business or advantage will be received or retained in return, or to reward any business received or retained.
- accept any offer from any person/party that he/she knows or suspects, is made with the intent that the Group will provide or retain a business or advantage for that person/party or any other person/party.
- give, agree to give, promise or offer any gratification to a government official in any country to facilitate or speed up a routine or necessary procedure.
- threaten or retaliate against any person/party who refuses to offer or declines any form of gratification or bribery or who has raised concerns about possible bribery or corruption.

Bribes can take many forms, for example:

- money (or cash equivalent such as shares)
- unreasonable gifts, entertainment or hospitality
- kickbacks
- unwarranted rebates or excessive commissions (e.g. to sales agents or marketing agents)
- unwarranted allowances or expenses
- "facilitation" payments
- political or charitable contributions
- uncompensated use of the Group's services or facilities; or
- anything else of value.

#### **4.2 Gifts and Hospitality**

Giving or receiving gifts or hospitality is often an important part of maintaining and developing business relationships. However, all gifts and hospitality should be for a genuine purpose, reasonable and given in the ordinary course of business.

Lavish, unreasonable gifts or hospitality, whether given or received are unacceptable as they can create the impression that the Group is trying to obtain or receive or retain favorable business treatment or advantage by providing individuals with personal benefits.

Gifts must be of an appropriate type and value depending on the circumstances and taking account of the reason for the gift. Gifts must not include cash or cash equivalent or be given in secret.

#### **4.3 Facilitation Payments or Kickbacks**

The Group and its service providers should not make, nor accept, facilitation payments or "kickbacks" of any kind. Facilitation payments are unofficial payments, no matter how small, made to public official in order to secure, expedite actions or increase the speed at which they do their job. All employees and service providers must avoid any activity that might lead to, or suggest, that a facilitation payment or kickback is made or accepted by the Group.

#### **4.4 Charitable Contribution and Sponsorship**

The Group will have to ensure that donations to charities and other recipients are not disguised illegal payments to public officials in violation of the Malaysian Anti-Corruption (Amendment) Act 2018 ("MACCA 2018") or other applicable anti-bribery and corruption laws. The following guidelines should be followed before making a donation to a charitable entity or a donation under its social development programs.

- The donation should generate publicity or goodwill for the Group and/or demonstrate the Group's commitment to the community.
- The donation must not be related to, dependent on, or made in order to win or influence a business deal or decision or advantage.
- The donation must be given directly to the relevant charity or organization and not to an individual.

#### **4.5 Record Keeping**

The Group's books and records must accurately and properly reflect the nature and purpose of any payments made or received, and the nature of any transactions entered into. The Group should:

- keep financial records and have appropriate internal controls in place which will evidence the business reason for any payments made to third parties.
- ensure that all expense claims relating to hospitality, gifts, or expenses incurred are submitted and specifically record the reason for the expenditure.
- prepared and maintained with strict accuracy and completeness for all accounts, invoices, and other similar documents and records related to dealings with Third Parties.

## 5 Dealing with Third Parties

The Group expects all Third Parties, including vendors, suppliers, customers & contractors doing business with the Group to approach issues of bribery and corruption in a manner that is consistent with the principles set out in this Policy. The Group requires all Third Parties to cooperate and ensure compliance with these standards to continue the business relationship.

All vendors, suppliers, customers & contractors are required to sign off the Anti-Bribery, Anti-Corruption Declaration form in fight against Anti-Bribery, Anti-Corruption and uphold greater Transparency.

## 6 Raising Concern

All employees are encouraged to raise genuine concerns about possible improprieties in the conduct of the Group's business, whether in matters of financial reporting or other operational or non-operational irregularities or malpractices, at the earliest opportunity in an appropriate way. If any employee believes reasonably and in good faith that bribery and corruption practices or activities exist in the workplace, then he/she should report this immediately to his/her line manager or to the most senior person in the factory or department.

However, if for any reason he/she is reluctant to do so, then he/she should report his/her concern in writing by email or speak in confidence to either the of the following individual:

Executive Director – Jane Goh (email: [corporate@leadersteel.my](mailto:corporate@leadersteel.my))

Address: Wisma Leader Steel  
Plot 85, Lorong Perusahaan Utama  
Kawasan Perusahaan Bukit Tengah  
14000 Bukit Tengah  
Pulau Pinang

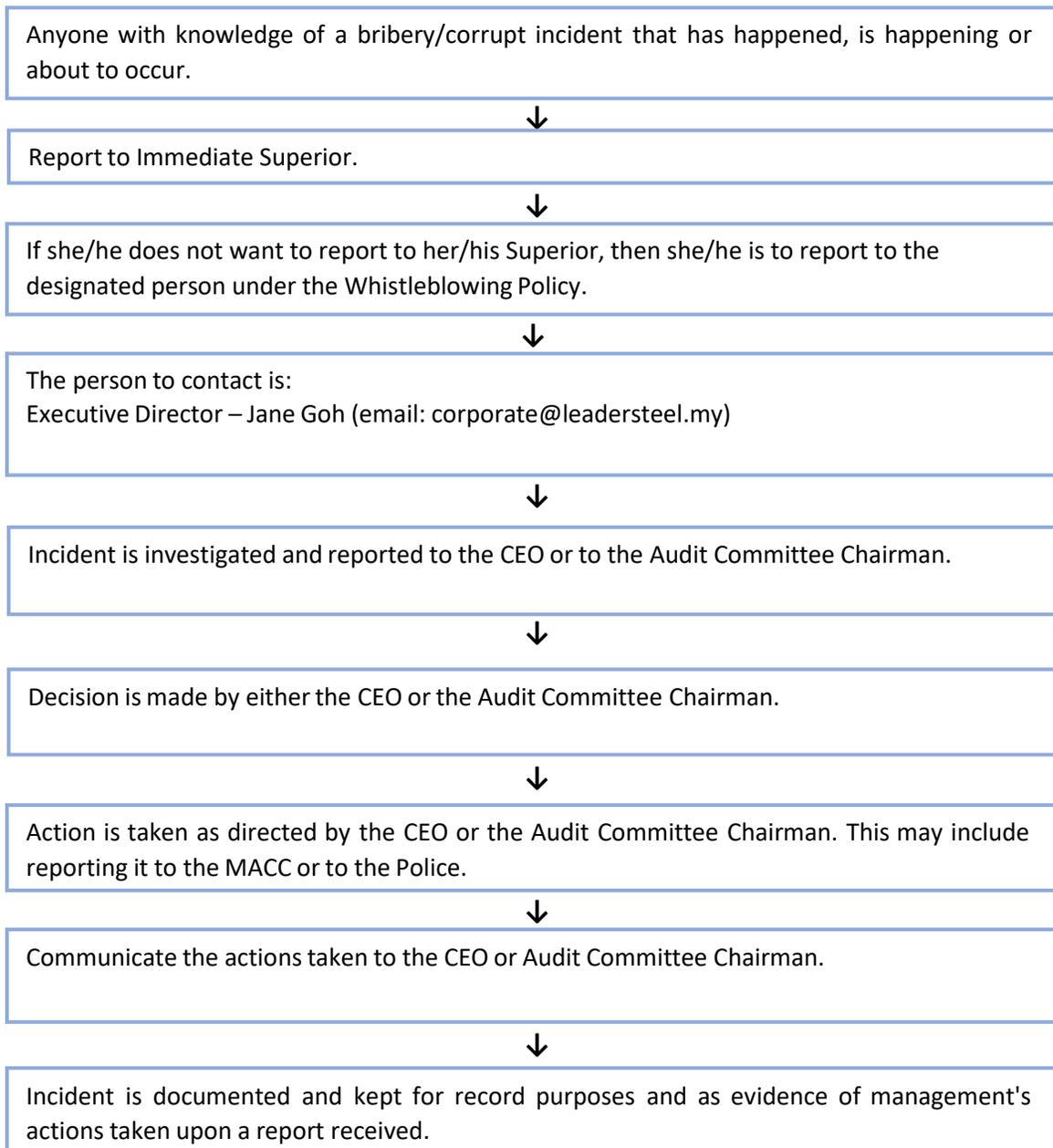
## 7 Reporting and Investigation

The Group will investigate any report made internally or via verbally. All reports will be handled confidentially. The investigation will document all relevant facts, including persons involved, times and dates.

Employees who raised concerns will be contacted if any further assistance is required and will be informed of who is handling the matter. Employees' identities will not be disclosed without prior consent. Where concerns cannot be resolved without revealing the identity of the employee raising the concern, the Group will enter into dialogue with the employee concerned as to whether and how it can proceed.

Recommended actions will be taken in light of the outcome of the investigation, including disciplinary steps where appropriate, action to correct any behavior in breach of this policy or other unfavorable treatment connected with raising a concern.

## 7.1 Reporting and Investigating Procedure (Flow Chart)



## **8 Training**

Training on awareness of this Anti-corruption policy and standard operating procedures and its compliance forms part of the induction process for all new employees, officers and directors. All employees, officers and directors shall receive relevant training on how to implement and adhere to this policy. All employees, officers and directors will be required to sign a copy of the said Policy as an acknowledgement that they understand and will adhere to it.

Agents or representatives of the Group who are consultants, independent contractors, external agencies or any other party with a business relationship with the Group will be informed of this Anti-Corruption Policy. They will be required to sign a copy of the said Policy as an acknowledgement that they understand and will adhere to it. All agents or representatives will be informed whenever significant changes are made to this Policy.

## **9 Consequence of non-compliance**

Employees who breach this policy will face disciplinary action, inclusive of termination of employment. Further legal action may be pursued by the Group in the event that the Group's interests had been harmed as a result of the said non-compliance. The Group may notify the relevant authority in the event of a discovery of any bribery or corruption incidents and will cooperate to the extent allowable by law to the said relevant authority.

## **10 Monitoring and Review**

The Group monitors the effectiveness and reviews the implementation of this Policy at appropriate intervals, considering its suitability, adequacy and effectiveness. Any improvement identified is made as soon as possible. Internal control systems and procedures are also subject to regular reviews to provide assurance that they are effective in countering any risks of corruption.



## LEADER STEEL HOLDINGS BERHAD

### **ANTI-CORRUPTION POLICY**

It is Leader Steel Holdings Berhad's Group ("Group") policy to conduct our business to the highest ethical standards. We adopt a zero-tolerance approach to all forms of corruption. We are committed to act professionally, fairly and with integrity at all times. This Anti-Corruption Policy reiterates our commitment to conduct business by abiding to all applicable anti-corruption laws in the countries we operate and to cause our organization, directors, officers and employees to behave accordingly.

Our commitments are:

- We will conduct our business activities and dealings fairly, honestly, transparently and with integrity.
- We will ensure that our employees working for the Group are made aware of, and understand their responsibilities to adhere strictly to this policy.
- We will not give, agree to give, promise, offer to or accept from any person/party any gratification, bribe or inducement, whether directly or indirectly, to gain or retain business or an advantage for the organization or for any other purpose.
- We will encourage our employees to be vigilant and to report any suspicious form of corruption practices/activity or gratification or bribery, providing them with suitable channels of communication and ensuring sensitive information is treated appropriately.
- We will take firm and vigorous actions against an employee who is involved in any such corruption practices/activity or gratification or bribery.

By our commitment to this policy, it will assist us to further improve our corporate governance processes and help sustain a profitable business that every employee of Leader Steel Holdings Berhad Group can be proud of.

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DATIN TAN PAK SAY

Managing Director

Date: