

POLICY	HEXTAR GLOBAL BERHAD Registration No. 199001014551 (206220-U)		
	Document Title: CODE OF ETHICS AND CONDUCT		
Document No.: HGB-POL002-2	Revision: 2	Page No.: 1 of 5	Date: 21 Feb 2022

1. INTRODUCTION

In line with good corporate governance practices, the Board, the Management, and employees of Hextar Global Berhad (“Hextar” or “Company”) and its subsidiaries (collectively referred to as the “Hextar Group”) have made a commitment to create a corporate culture within the Hextar Group to operate the businesses of the Hextar Group in an ethical manner and to uphold the highest standards of professionalism and exemplary corporate conduct. This Code of Ethics and Conduct (“the Code”) sets out the principles and standards of business ethics and conduct of the Hextar Group.

2. OBJECTIVE

The objective of the Code is to assist the Directors and Employees (as defined under Clause 3 of the Code) in defining ethical standards and conduct at work. The Code is not intended to be exhaustive, and there may be additional obligations that Directors and Employees are expected to behave or conduct when performing their duties.

For all intents and purposes, all Directors and Employees shall always observe and ensure compliance with all applicable laws, rules and regulations to which they are bound to observe in the performance of their duties.

3. APPLICABILITY

The Code is applicable to all employees (including full time, probationary, contract and temporary staff) (“Employees”) and Directors of Hextar Group.

Each Employee has a duty to read and understand the Code. Violation of any of the Code’s provisions can result in disciplinary action, including termination of employment.

If a Director requires further clarification on the Code, the Director may refer or highlight any concerns to the Chairman of the Board or Managing Director/Group Chief Executive Officer whereas for an Employee, the Employee may refer or highlight any concerns to the immediate superior, Head of Department or the HR Department.

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4. CORE AREAS OF ETHICS & CONDUCT

4.1 *Conflicts of Interest*

The Directors and Employees should avoid involving themselves in situations where there is real or apparent conflict of interest between them as individuals and the interest of the Hextar Group. Directors and Employees must not use their positions or knowledge gained directly or indirectly in the course of their duties or employment for private or personal advantage (directly or indirectly).

In addition, a Director or an Employee shall avoid any situation in which the Director or Employee has an interest in any entity or matter that may influence the Director or Employee's judgment in the discharge of responsibilities.

4.2 *Confidential Information*

It is pertinent that all Directors and Employees exercise caution and due care to safeguard any information of a confidential and sensitive nature relating to the Hextar Group which is acquired in the course of their employment, and are strictly prohibited to disclose to any person, unless the disclosure is duly authorized or legally mandated.

In the event that a Director or an Employee knows of material information affecting the Hextar Group which has not yet been publicly released, the material information must be held in the strictest confidence by the Director or Employee involved until it is publicly released.

4.3 *Inside Information and Securities Trading*

No Director or Employee shall use price sensitive non-public information, which can affect the prices of the securities of the Company and/or related listed companies when it becomes publicly known ("Inside Information"), for personal benefit. Directors and Employees are prohibited to trade in securities or to provide information to others to trade in securities of the Company and/or related listed companies until the Inside Information is publicly released. Directors or Employees shall also not trade in securities in any other companies where they have Inside Information which they obtain in the performance of their duties.

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4.4 *Protection of Assets and Funds*

Directors and Employees must protect the assets and funds of Hextar Group to ensure availability for legitimate business purposes and that no property, information or position belonging to Hextar Group or opportunity arising from these be used for personal gain.

4.5 *Business Records and Control*

Accurate, timely and reliable records are necessary to meet Hextar Group's legal and financial obligations and to manage the affairs of Hextar Group. All books, records and accounts should conform to generally accepted and applicable accounting principles and to all applicable laws and regulations. The preparation and maintenance of accurate and adequate business records are the responsibility of each Employee. No unauthorized, false, improper or misleading records or entries shall be made in the books and records of the Hextar Group, under any circumstances.

4.6 *Compliance to the Law*

Hextar Group will comply with all applicable laws, rules and regulations of the governments, commissions and exchanges in jurisdictions within which Hextar Group operates. Directors and Employees are expected to understand and comply with the laws, rules and regulations that are applicable to their positions and/or work, including the Anti-Money Laundering and Anti-Terrorism Financing Act 2001, Malaysian Anti-Corruption Commission Act 2009, Personal Data Protection Act 2010 and Competition Act 2010. Hextar Group reserves the right to report any actions or activities suspected of being criminal in nature to the police or other relevant authorities.

4.7 *Personal Gifting*

No personal gifts, favours, entertainment or services, in cash or kind, that will or will appear to influence objective and fair business decisions, will be accepted or provided.

The gifts, favours, entertainment or services that are deemed as not given to influence the Directors' or Employees' performance of duties include normal business courtesies (meals or entertainment), token gifts which are occasional, gifts during festive or special occasions and gifts from social functions attended by the Directors or Employees on behalf of Hextar Group, are permissible.

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4.8 *Health and Safety*

Hextar Group will use its best endeavours to ensure a safe workplace and maintain proper occupational health and safety practices to commensurate with the nature of Hextar Group's businesses and activities. Such a commitment in return requires that all Directors and Employees understand and abide by Hextar Group's policies and procedures.

4.9 *Sexual Harassment*

Sexual harassment by any Director or Employee is unacceptable. It is Hextar Group's policy to provide all Employees with a working environment free from any form of sexual harassment. Any questions concerning issues of such should be directed either to the Employees' superior or the Human Resource Department. All such reports and/or complaints shall be treated with strictest confidence.

4.10 *Outside Interest*

Directors and Employees shall not engage in an outside interest that will undermine the performance of the Directors and Employees or bring disrepute to Hextar Group.

4.11 *Fair and Courteous Behaviour*

All Employees are to treat their fellow Employees fairly and courteously without regard to race, creed, religion, gender, nationality, age or disability, and shall not create any form of discrimination or prejudice in the workplace.

4.12 *Misconduct*

No Director or Employee is to be involved in or abet any activity that is deemed by Hextar Group to be an act of misconduct (includes use and abuse of drugs).

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5. REVIEW OF THE CODE

The Board will monitor compliance with the Code and review the Code regularly to ensure that it continues to remain relevant and appropriate.

6. WAIVER OF THE CODE

Waiver of the Code may be made by the Board or the appropriate Committee of the Board. Waiver of the Code may be granted on a case-by-case basis and only in extraordinary circumstances.

This Policy was adopted by the Board on 21 February 2022 and is made available on the Company's website, <https://www.hextarglobal.com/ir.php>.