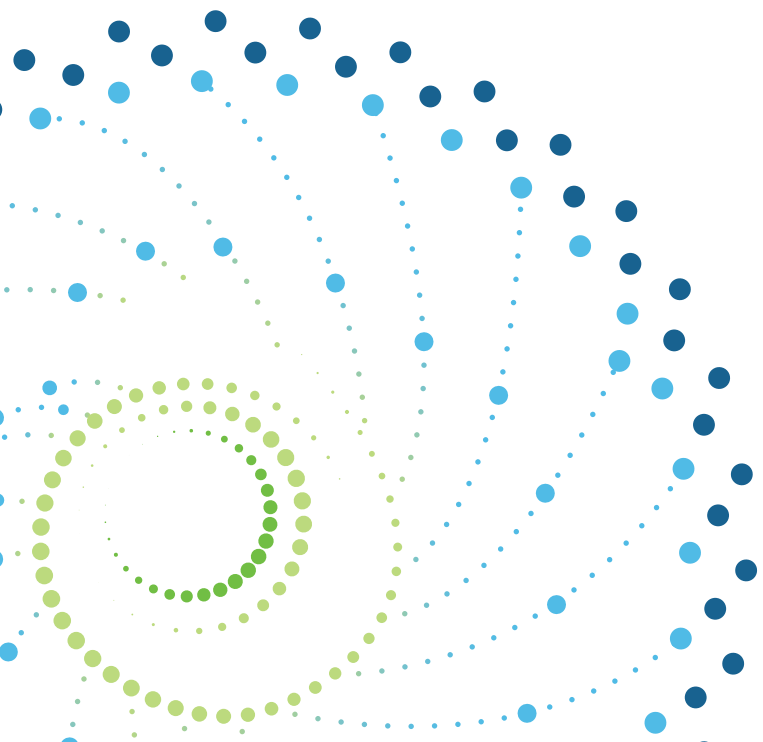


# CODE OF BUSINESS ETHICS

## 2022



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## Message To All Business Associates

Pengurusan Air Selangor Sendirian Berhad (“AIR SELANGOR”) believes that high standards of ethical conduct is key to a sustainable and mutually beneficial business relationship. Hence, in carrying out its business operations, AIR SELANGOR aims to cultivate and maintain an ethical and fair relationship with our Business Associates, which include our vendors, contractors, suppliers and developers.

This Code of Business Ethics (“COBE”) seeks to provide our Business Associates with a framework of business conducts, and it includes AIR SELANGOR’s business principles and our core values i.e. teamwork, integrity, honesty, professionalism and highest standards of services. In addition, AIR SELANGOR also supports the United Nation’s 17 Sustainable Development Goals which provides a shared blueprint for the peace and prosperity of people and the planet. This COBE should be read in conjunction with AIR SELANGOR’s other reference documents in Appendix 1. This COBE applies to any third party who performs services for and on behalf of AIR SELANGOR.

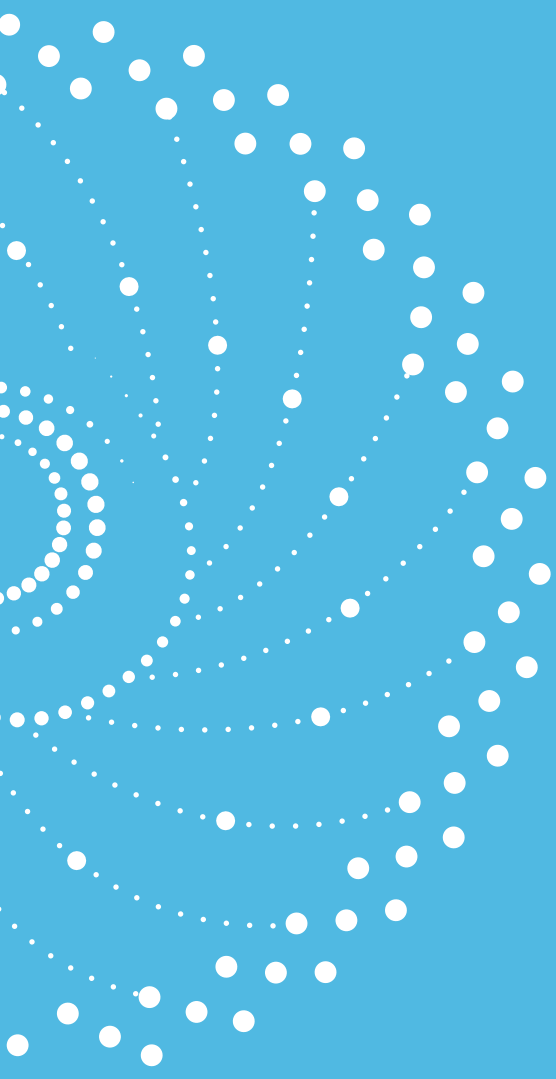
All Air Selangor’s Business Associates are expected to practise this COBE in the course of dealing with AIR SELANGOR. Hence, all Business Associates are required to communicate this COBE to all their employees and subcontractors accordingly.

AIR SELANGOR’s employees have been made to understand the importance of strict adherence to its code of ethics and the Company appreciates the full support of all its Business Associates in maintaining high level of ethics when dealing with AIR SELANGOR’s employees.

The commitment and responsibility of Business Associates to accept and comply with these principles effectively will be a key consideration in relation to long term business relationships with AIR SELANGOR.

A breach or misconduct by Business Associates in relation to this COBE shall lead to consequence management actions by AIR SELANGOR including but not limited to the termination of any contractual or business relationship. Depending on the severity of breach or misconduct, AIR SELANGOR reserves the right to report such breach / misconduct to the relevant authorities.

As part of assurance process, AIR SELANGOR also requires all Business Associates to sign its Integrity Pact.



# General Business Ethics

# General Business Ethics

AIR SELANGOR believes in conducting every business transaction based on integrity, mutual trust and respect so that its reputation due to the level of excellence in service and goods provided by both AIR SELANGOR and its Business Associates are not compromised in any way. AIR SELANGOR believes that high standards of ethical conduct will result in a long term mutually beneficial business relationship.



## a. Compliance With Laws

AIR SELANGOR is first and foremost a law-abiding corporate citizen. It expects the same from its Business Associates while conducting their related business transactions. AIR SELANGOR's Business Associates shall ensure full compliance with all relevant laws, regulations and by-laws including but not limited to Water Service Industry Act 2006 and any regulations by the national water regulator (SPAN).

Business Associates are also expected to ensure it has obtained all necessary regulatory approvals to conduct its business in the relevant jurisdictions. This includes any licenses, permits, approvals, permission granted by local regulatory and federal authorities, and any applicable industry standards.



## b. Fair Competition

AIR SELANGOR believes that free and fair competitions promote a healthy marketplace for all players. In line with the Competition Act 2010, AIR SELANGOR views seriously any form of collusions or attempts at such among Business Associates, including price fixing and bid rigging, and will not hesitate to take appropriate action against vendors who resorts to such tactics when dealing with AIR SELANGOR.



## c. Business Records

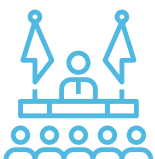
AIR SELANGOR's policy and practice require the maintenance of accurate business records and accounts that portray an accurate reflection of all business transactions conducted with its clients and Business Associates.



## d. Public Communication And Social Media

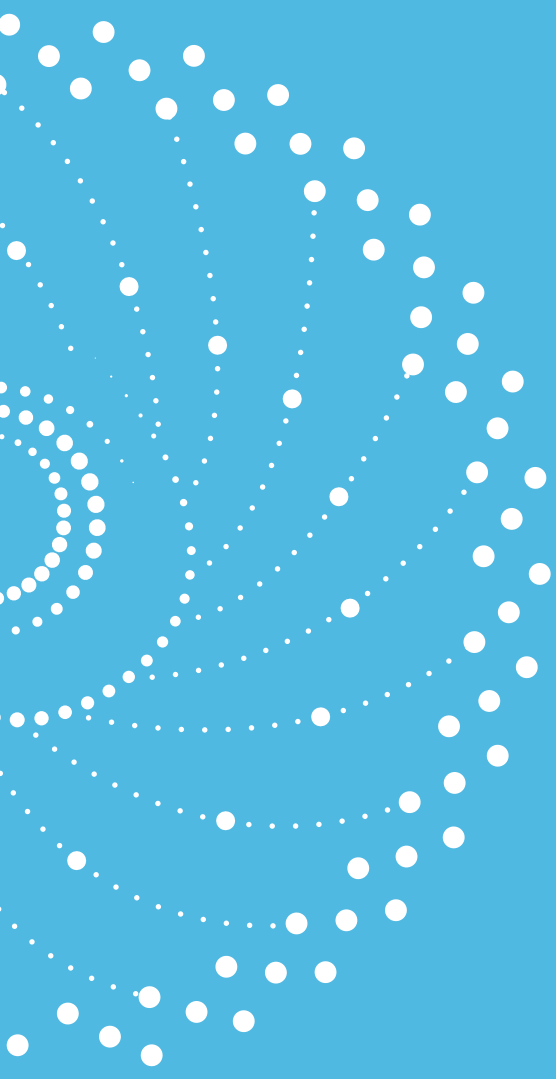
AIR SELANGOR strives to build a positive relationship with its stakeholders and maintain good reputation through effective communication. It is important for Business Associates not to make any public statements related to AIR SELANGOR without prior authorisation.

The staff of Business Associates shall exercise sound judgement when posting any content related to AIR SELANGOR in the social media and shall at all times uphold the good name and reputation of AIR SELANGOR.



## e. Political Influence

AIR SELANGOR desires to deliver the best values to its customers based on sound business considerations and in compliance to its corporate policies. Business Associates should not attempt to obtain unfair advantage / favors in business dealings with AIR SELANGOR via improper reliance on political influence (for e.g. lobbying and letter of support).



**Anti-bribery & Anti-corruption**

**Anti-money Laundering**

**Conflicts of Interest**

**Gifts And Entertainment**

**Confidential Information and  
Intellectual Property**



## Anti-bribery & Anti-corruption

AIR SELANGOR is committed to conducting all our business activities with highest standards of integrity. In line with this commitment, we have zero tolerance against any form of bribery and corruption, as well as any abuse of power and/or position for personal gains. The same standard of integrity is expected and required from all our employees, Business Associates and third parties whether working for us, doing business with us, or acting on behalf of us.

## Anti-money Laundering

AIR SELANGOR views breaches or non-compliance with laws or regulations regarding money laundering seriously, which has also been captured in the ABAC Policy & Procedures. AIR SELANGOR will not hesitate to notify the relevant authorities, and/or take appropriate consequence management actions against Business Associates on any suspected or actual breach or non-compliance with relevant laws or regulations.

## Conflicts of Interest

AIR SELANGOR requires its employees to avoid any conflict between their personal interests and the interest of the company in dealings with its Business Associates.

Considering the above, Business Associates of AIR SELANGOR are advised not to offer any agency, management, or consultancy contracts to AIR SELANGOR employees. Similarly, AIR SELANGOR employees should not solicit or accept any agency, management or consultancy contract from its Business Associates or competitors.

All Business Associates are expected to disclose to AIR SELANGOR any situation that may appear as conflict of interest and disclose to AIR SELANGOR if any AIR SELANGOR's employees or former employees (employees who resigned, retired or was dismissed by AIR SELANGOR within the last 3 years) have an interest of any kind in their work or services.

## Gifts And Entertainment

Generally, the practice of giving and receiving gifts is discouraged as AIR SELANGOR seeks to promote business relationships based on merit and integrity.

AIR SELANGOR's No Gift Policy is meant to strictly prohibit all AIR SELANGOR's employees from giving or accepting gifts to avoid situations which may influence the employees' judgment in a decision-making process or put the employees in a position of conflict or obligation.

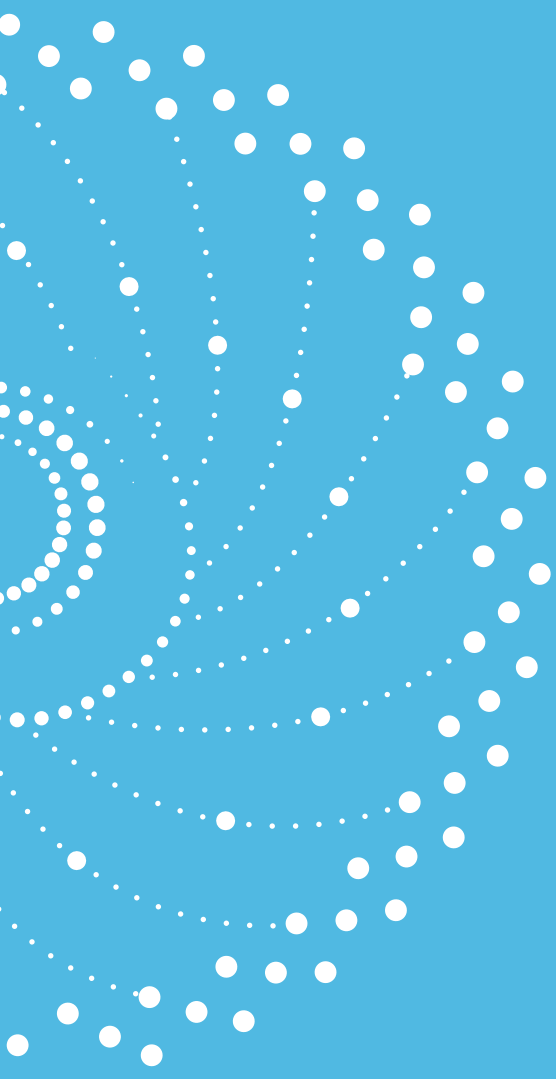
AIR SELANGOR recognizes Business Associates' well intentions to build cordial working relationship through small courtesies however AIR SELANGOR wishes to define and draw the line in these areas. Extravagant gifts, including entertainment, are strictly not permitted and should not form the basis of any business transaction with AIR SELANGOR.

## Confidential Information and Intellectual Property

Certain commercial and technical information relating to the Group and its projects as well as information pertaining to the customers may be proprietary, strategic, sensitive, or personal in nature, AIR SELANGOR's Business Associates shall take all necessary measures to protect the confidentiality of such confidential and/or privileged information which they are entrusted to access in the course of business transactions with AIR SELANGOR, and ensure such information are properly used for authorized purpose(s) only.

Business Associates are also required to respect the Intellectual Property rights of AIR SELANGOR or other third parties and comply with all relevant laws and regulations.





## **Health And Safety**

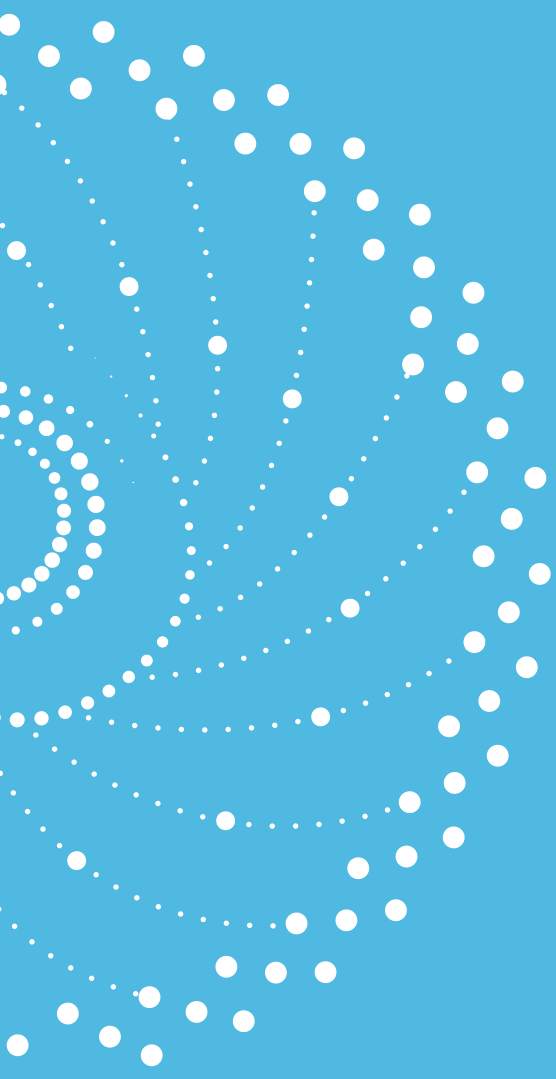


## Health And Safety

Our Health, Safety and Environment Policy (“HSE”) reflects AIR SELANGOR’s deep commitment to protect the health, safety and wellbeing of its employees, Business Associates as well as the public, in addition to the natural environment.

Business Associates, when conducting work for or on behalf of AIR SELANGOR, must assess their working conditions and if it is found to be unsafe, work must be stopped immediately and AIR SELANGOR’s representative must be consulted accordingly.

AIR SELANGOR expects all Business Associates to monitor and improve their safety performance and provide a healthy working environment for their personnel.



**Sustainable Practices**

**Labour Rights And  
Working Conditions**

**Whistle Blowing**



## Sustainable Practices

AIR SELANGOR is committed to adopting sustainable practices to ensure continuous and high-quality water supply to our customers and minimise disruptions to business operations. AIR SELANGOR highly encourages its Business Associates to implement ethical and sustainable business practices as part of the wider supply chain. While carrying out business activities, all Business Associates are expected to comply with all applicable environmental, safety, labour laws and regulations as well as relevant standards.

## Labour Rights And Working Conditions

AIR SELANGOR expects its Business Associates to comply with all applicable labour laws and regulations, as well as to treat its employees fairly and honestly with regards to working hours, wages, overtime pay and legally mandated benefits.

Business Associates must not use any illegal immigrants, child labour, forced or involuntary labour of any type (e.g., forced, bonded or indentured labour). AIR SELANGOR's Business Associates must treat their employees with respect, and must not subject them to corporal punishment, threats of violence or other forms of physical coercion or harassment.

## Whistle Blowing

If a Business Associate is aware of any action or activity of any AIR SELANGOR's employee or Business Associate which violates or is suspected to violate this Code of Ethics, he /she is strongly encouraged to report to AIR SELANGOR's whistleblowing channel at [etika.air@airselangor.com](mailto:etika.air@airselangor.com). Appropriate action will be taken if any wrongdoing is found upon investigation. AIR SELANGOR assures its Business Associates that any such report made to the Group will be treated with utmost confidentiality.

In addition, AIR SELANGOR adopts zero-tolerance against any retaliation taken towards the whistle-blower who has made the report in good faith and will take the necessary lawful actions against any party who retaliates.

## Appendix 1: Air Selangor's References

1. No Gift Policy
2. Health, Safety and Environment Policy
3. Anti-Bribery & Anti-Corruption Policy

Joy in Every Drop p

[www.airselangor.com](http://www.airselangor.com)

