



LAPASAR SDN BHD

201601027289 (1198228-D)

Formerly known as TENDERIN SDN BHD

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First Floor, Block 1, Persiaran Jubli Perak, Jalan Jubli Perak 22/1A,

Seksyen 22, 40300 Shah Alam, Selangor Darul Ehsan

Supplier Code of Conduct

18 April 2022

1. Introduction

Lapasar Sdn Bhd (“**Lapasar**”) is committed to the highest standards of ethical conduct and social and environmental responsibility. It is expected that the Suppliers of Lapasar adhere to the standards set forth in this Supplier Code of Conduct as they fulfill their role as a Lapasar supplier.

For avoidance of any doubt or ambiguity, these standards are not intended to change or replace any specific contractual requirements, but rather, this Code of Conduct establishes the basic principles for business conduct which is expected from our Suppliers.

2. Data Privacy and Confidentiality

Suppliers must comply with the applicable privacy and data protection laws and regulations as well as secure Lapasar’s confidential data and individual data and prohibit any unauthorized usage.

3. Ethical Standards

It is the top priority of Lapasar that its Suppliers conduct business with ethical standards consistent with its own. Supplier should abide by the following ethical standards and guidelines:

- a. Adhere to all relevant laws
- b. Does not engage in misinformation

- c. Prepare all records of financial transactions timely and accurately
- d. Deal honestly and fairly with clients, customers, suppliers, and financial partners
- e. Ability to assess and avoid actual and potential conflicts of interest
- f. Avoid the improper giving and receiving of gifts
- g. Report observed violations of legal and ethical standards

4. Health and Safety

Lapasar suppliers shall provide their employees with a safe and healthy working environment in compliance with all applicable laws and regulations.

5. Prohibitions on Harassment and Discrimination

Lapasar's zero-tolerance position on harassment and discrimination in the workplace extends to our Supplier as well. Harassment refers to any verbal, written or physical conduct that is known or ought reasonably to have been known to be unwelcome, inappropriate or otherwise offensive to a person, and that such conduct demeans, humiliates, threatens him/her or otherwise violates his/her dignity; while discrimination refers to the unjust or prejudicial treatment towards a different category of people (i.e. race, age, sex, or disability)

6. Labour Laws and Human Rights

Lapasar Suppliers are to adhere to the following principles -

- a. Forced Labour

Lapasar Suppliers are strictly prohibited from the use of forced, bonded, compulsory, or imprisoned labor. No labour of Lapasar Suppliers shall be forced into performing work and shall not be involved in any manner with human trafficking.

b. Child Labour

Suppliers are prohibited from using workers under the legal age of employment in any country or local jurisdiction. Additionally, we expect Lapasar Suppliers to refrain from hiring anyone under the age of 18 to carry out work which is likely to jeopardize their health, safety, or morals.

c. Compensation and Benefits

Lapasar Suppliers shall comply with the respective national laws and regulations regarding working hours, wages and benefits.

d. Treat Employees with Respect and Dignity

Suppliers shall treat all employees with respect and dignity, and ensure that they are protected from physical, sexual, verbal, or other forms of abuse, coercion, or harassment.

e. Freedom of Association

Suppliers shall recognize their employees' rights to join or refuse to join labor unions or associations and to bargain collectively as permitted by law.

7. Compliance

Lapasar reserves the right to ask Supplier to re-affirm compliance with this Code of Conduct periodically, to investigate compliance by Supplier with this Code of Conduct at any time and to request the relevant corrective action from the Supplier in the event of noncompliance.

8. Enforcement

If Lapasar determines that any Supplier has violated this Code, Lapasar may either terminate its business relationship or require the Supplier to implement a corrective action plan. If corrective action is advised, but not taken, Lapasar will suspend placement of future orders and shall terminate its business relationship with Supplier.

9. Changes to the Supplier Code of Conduct

This Supplier Code of Conduct may be revised or updated by Lapasar from time to time. To the extent there is a conflict between this Supplier Code of Conduct and any applicable law or provision of any agreement between Lapasar and the Supplier, the applicable law or agreement shall apply.