

**REV ASIA BERHAD**  
(Company No. 916943-W)

**CODE OF CONDUCT**

**A. PREAMBLE**

The Board of Directors (the “**Board**”) of Rev Asia Berhad (“Rev Asia” or the “**Company**”) has adopted the following Code of Conduct (the “**Code**”) for Directors, Management and Officers of the Company and its subsidiaries (the “**Group**”). This Code is intended to promote the corporate culture which engenders ethical conduct that permeates throughout the Company. All Directors, Management and Employees of the Group shall be referred to as “Officers” hereon.

**B. PRINCIPLE**

The principle of this Code is based on principles in relation to sincerity, integrity, responsibility, corporate social responsibility excellence, loyalty, commitment, dedication, discipline, diligence and professionalism.

**C. PURPOSE**

This Code is formulated to enhance the standard of corporate governance and corporate behaviour with the intention of achieving the following aims:

- (i) To establish standards of ethical and legal behaviour for directors based on trustworthiness and values that can be accepted, are held or upheld by any one person.
- (ii) To uphold the spirit of responsibility and social responsibility in line with the legislation, regulations and guidelines for administering a company.
- (iii) To emphasize the Company’s commitment to ethics and compliance with the applicable laws and regulations;
- (iv) To include noble characteristics in performing duties so as to improve work quality and productivity;
- (v) To improve self-discipline in order to provide the Company with good and quality service; and
- (vi) To enhance skills in the implementation of duties and to be able to adapt to the work environment.

**D. CODE OF CONDUCT**

Every Officer of the Company is responsible to ensure compliance with the Code:

- Know and comply with the Code and the Company Policies and Procedures.
- Seek guidance when in doubt.
- Avoid illegal, unethical or otherwise improper acts.
- Report any suspected violation of policies, laws and regulations.
- Assist authorised team mates with investigations.
- Take responsibility and accountability for actions taken.

- Notify the department head (HOD) or the Board immediately if there is any suspicious irregularities

The Company will take disciplinary action against any personnel who fails to act in accordance with applicable statutory laws, Company Policies and Procedures and the Code.

In the performance of his or her duties, the Officers should at all times observe and comply with the spirit of the Code as follows:

**i. Human Rights**

The Company supports and respects human rights. The Company treats officers with dignity and respect in the workplace, provides equal employment opportunities, creates a safe and harmonious work environment, and will not engage in any form of discrimination. Officers should respect the personal dignity, privacy and rights of each individual you interact with during the course of work and shall not in any way cause or contribute to the violation or circumvention of human rights.

**ii. Health And Safety**

The Company provides a work environment that is safe, secure and free of danger, harassment, intimidation, threats and violence. The Company takes appropriate precautions to prevent injuries or adverse working conditions for each and every officer. It is the responsibility of each and every officer to adhere to the prescribed safety rules and acts as well as to raise any concerns which may represent a potential threat to health and safety. Officers are responsible for reporting injuries and unsafe work practices or conditions as soon as they being discovered or become known.

**iii. Environment**

The Company conducts operations in a manner that safeguards health, protects the environment and conserves valuable materials. The Company is committed to protecting the environment by minimizing and mitigating environmental impacts throughout the life cycle of operations. Officers should contribute to minimizing the use of finite resources, including energy, water and raw materials. Officers should minimize harmful emissions to environment, including waste, air emissions and discharges to water.

**iv. Gifts And Business Courtesies**

Officers must exercise caution in relation to offering or accepting gifts and business courtesies. Officers should accept gifts in relation to cultural celebrations only. Any other gifts received by Officers shall be declared to the Chairman or the Managing Director or Chief Executive Officer of the Company.

**v. Company Records And Internal Controls**

The Company's records must be prepared accurately and honestly, both by accountants who prepare financial statements and by officers who contribute to the creation of business records, for example, by submitting expense records, time sheets, order and invoice records. The Company takes obligation to maintain business records for operational, legal, financial, historical and other purposes seriously and takes

appropriate steps to ensure that the content, context and structure of the records are reliable and authentic.

Reliable internal controls are critical for proper, complete and accurate accounting and financial reporting. Officers must understand the internal controls relevant to their positions and comply with the policies and procedures related to those controls to ensuring that effective and reliable business processes are in place.

**vi. Company Assets**

The Company's properties and assets should be managed and safeguarded in a manner which protects their values. Officers are accountable both for safeguarding all assets entrusted to them, including the Company's information resources, records, materials, facilities and equipment under the officers care or control, from loss, theft, waste, misappropriation or infringement and for using the assets to advance the interests of the Company. All officers have an affirmative duty to immediately report the theft, loss or misappropriation of any Company assets, including financial assets, physical assets, information assets and electronic assets to the management as stipulated under Violations of Code of Conduct.

**vii. Exclusive Service**

The Company expects each and every officer to give their fullest attention, dedication and efforts to their duties and the Company. Officers must avoid any personal, financial or other interest which may be in conflict with their duties and responsibilities to the Company. In this respect, an officer is not permitted to be gainfully employed by any other organization, company or business concern other than the Company without prior written consent from the Company. Such permission will not be unreasonably withheld unless it has an impact on the executive ability to perform his/her normal duties or his/her performance at work or for an organisation which is in direct competition with the Company.

**viii. Integrity And Professionalism**

Officers should remember that they are a reflection on the Company and are constantly being judged and otherwise appraised by everyone they come in contact with. All officers should conduct themselves with the highest degree of integrity and professionalism in the workplace or any other location while on Company's business.

**ix. Confidential Information**

All information obtained in the course of engagement and/or employment with the Company shall be deemed to be strictly confidential and shall not be disclosed to any third party. This measure applies to all officers both during and after the service with the Company.

Except with the permission of the Company, an officer shall not make any unauthorized public statement, circulate, divulge or communicate with any customer, member of the public, media or government or statutory bodies on the policies or decision of the Company on any issue, or any other information or details in respect of the Company's business. This applies to disclosures by any medium, including the internet, especially

via social media sites (e.g. Facebook, Twitter, YouTube), internet message boards and/or blogs. An officer must take precautionary steps to prevent the unauthorised disclosure of proprietary or confidential information, including protecting and securing documents containing this information.

Personal records and remuneration including the officer's own remuneration are classified as Private and Confidential information and shall not be divulged.

**x. Compliance Obligations**

Officers are responsible for knowing and complying with the requirements applicable to their work activities, including those described in Rules of Conduct and Disciplinary Procedure in the Employees' Handbook, if any and those described in the Company's guidance documents, if any (Company's standards, policies and procedures and manuals).

**xi. Anti-Bribery and Anti-Corruption**

Officers shall not offer, give, solicit or accept or receive any form of bribe or any other improper payment in order to achieve business or personal advantages for his/her or others or engage in any transaction that can be construed as having contravened the anti-corruption laws.

**xii. Insider Trading**

No officers who are in the possession of non-public price sensitive information of the Company or other listed company gained in the course of employment with the Company may deal or advise any other person to deal in any securities of the Company or any securities of another listed company.

No officers shall disclose non-public price sensitive information to any person (including family members) where such information may be used by such person to his or her profit by trading or in recommending or advising others to trade in any securities of company.

Officers must ensure that all their respective transactions in the Company's securities comply with the procedures set out in the Bursa Malaysia Listing Requirements and the law on trading.

In the context of Malaysian law, insider trading is an offence defined under the Capital Market and Services Act 2007. The laws of other country on insider trading may be applicable in the context of inside information concerning company listed outside of Malaysia.

**xiii. Money Laundering**

Money laundering is the process of concealing, converting and transferring proceeds from unlawful activities to a legitimate source of income or asset. Money laundering is an offence under the Anti-Money Laundering and Anti-Terrorism Financing Act 2001 in Malaysia.

Officers are expected to be mindful of the risk of the Company's business being used for money laundering activities and to raise any suspicious transactions to their immediate superior and the Board to undertake further investigation.

No disclosure should be made to others that would indicate suspicions of money laundering. Any officer reporting should not discuss the matter with any other person.

**xiv. Abuse of Power**

The abuse of authority/power is the improper use of a position of influence, power or authority by an individual towards others. Abuse of authority can include a one-time incident or a series of incidents.

Everyone in the Company should be treated with dignity and abuse of power and any form of discrimination are strictly not tolerated. Officers shall report incidents of abusing of power, or has reason to believe abusing of power is occurring, to their immediate superior or adhere to the Whistleblower Policies and Procedures.

**xv. Corporate Governance**

- i. Should have a clear understanding of the aims and purpose, capabilities and capacity of the company;
- ii. Should devote time and effort to attend meetings and to know what is required of the Board and each of its directors, and to discharge those functions;
- iii. Should ensure at all times that the Company is properly managed and effectively controlled;
- iv. Should stay abreast of the affairs of the Company and be kept informed of the Company's compliance with the relevant legislation and contractual requirements;
- v. Should insist on being kept informed on all matters of importance to the Company in order to be effective in corporate management;
- vi. Should limit his directorship of companies to a number in which he can best devote his time and effectiveness; each director is his own judge of his abilities and how best to manage his time effectively in the Company in which he holds directorship;
- vii. Should have access to the advice and services of the Company Secretary, who is responsible to the board to ensure proper procedures, rules and regulations are complied with;
- viii. Should at all times exercise his powers for the purposes they were conferred, for the benefit and prosperity of the Company;
- ix. Should disclose immediately all contractual interests whether directly or indirectly with the Company;

- x. Should neither divert to his own advantage any business opportunity that the Company is pursuing, nor may he use confidential information obtained by reason of his office for his own advantage or that of others;
- xi. Should at all times act with utmost good faith towards the Company in any transaction and to act honestly and responsibly in the exercise of his powers in discharging his duties; and
- xii. Should be willing to exercise independent judgment and, if necessary, openly oppose if the vital interest of the Company is at stake.

**xvi. Relationship with Shareholders, Employees, Creditors and Customers**

- i. Should be conscious of the interest of shareholders, employees, creditors and customers of the Company;
- ii. Should at all times promote professionalism and improve the competency of management and employees; and
- iii. Should ensure adequate safety measures and provide proper protection to workers and employees at the workplace.

**xvii. Social Responsibilities**

- i. Should ensure that necessary steps are taken in accordance with the law to properly wind-up or strike off the company register if the Company has not commenced business or has ceased to carry on business and is not likely to commence business in the future or resume business as the case may be;
- ii. Should adopt an objective and positive attitude and give the utmost cooperation for the common good when dealing with government authorities or regulatory bodies;
- iii. Should ensure the effective use of natural resources, and improve quality of life by promoting corporate social responsibilities;
- iv. Should be more proactive to the needs of the community and to assist in society-related programmes in line with the aspirations of the concept of 'One By One' Campaign; and
- v. Should ensure that the activities and the operations of the Company do not harm the interest and well-being of society at large and assist in the fight against inflation.

**E. COMMUNICATION AND COMPLIANCE**

The Company and the Board should ensure this Code is being communicated to all levels of officers through staff handbook, notice board, intranet, or corporate website. The Company should include the briefing of this Code to new officers in the induction programme.

The Board should ensure this Code permeates throughout the Company and is complied by all levels of officers.

## **F. VIOLATIONS OF CODE OF CONDUCT**

The Company's officer should report to supervisors, managers, HODs or Head of Human Resource about the known or suspected illegal or unethical behaviour. The Company's Executive Directors and senior management shall promptly report any known or suspected violations of this Code to the Board. All officers shall refer to and adhere to the Whistle Blower Policies and Procedures.

## **G. NON-RETALIATION**

The Company makes every effort to maintain the confidentiality of any individual who reports concerns and possible misconduct. Officers who retaliate or encourage others to do so will be subjected to disciplinary actions, up to and including termination of employment or engagement. The Company does not tolerate any form of retaliation against anyone who makes a report in good faith.

## **H. INVESTIGATIONS**

The Company shall investigate reported concerns promptly and confidentially with the highest level of professionalism and transparency. All internal investigations and audits are conducted impartially and without predetermined conclusions. Each and every officer shall be expected to cooperate fully with audits, investigations and any corrective action plans, which may include areas for continued monitoring and assessment.

Where external investigations are required, every officer shall appropriately respond to, cooperate and shall not interfere with, any lawful government inquiry, audit or investigation.

## **I. PERIODIC REVIEW**

The Board and Senior Management of the Company will periodically review the Code on an annual basis and communicate the new changes to all levels of officers.

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Approved by the Board of Directors on 26 February 2018.