

COMPANY CODE OF CONDUCT AND ETHICS

1. INTRODUCTION

- a) LOOB Berhad (“LOOB” or “the Company”) and its subsidiary(ies) (“the Group”) are committed to the highest standard of corporate governance and business integrity.
- b) This Code of Conduct and Ethics Policy serves as a guide for directors, management, and employees of the Group in making responsible and ethical decisions consistent with our corporate values. All Employee needs to abide the Company Code of Conduct and Ethics Violation any of the Sections under this code, a disciplinary action will be taken against the employee and may leads to a termination upon due inquiry.

2. SECTION A: CODE OF CONDUCT AND DISCIPLINE

- a) The following are the codes of conduct for all employees and violation of any of these codes of conduct and other section in this part by an employee will renders him/her liable to disciplinary actions. deemed fit, including summary dismissal:
 - i. Shall always and all occasions give his/her undivided loyalty and devotion to the Company;
 - ii. Shall not subordinates his/her duties to the company in favor of his/her private personal matters;
 - iii. Shall not conduct himself/herself in such a manner as likely to bring his/her private personal matters into conflict with his/her duties;
 - iv. Shall not conduct himself/herself in such a manner as to bring the Company into disrepute or to bring discredit thereto;
 - v. Shall not conduct himself/herself in such a manner as can reasonably be construed as being negligent, careless or lacking in efficiency;
 - vi. Shall not conduct himself/herself in such a manner as to lay himself/herself open to suspicion of dishonesty;
 - vii. Shall not conduct himself/herself in such a manner as to result in financial losses to the company, damage to Company’s property, damage to Company’s image and lowering of employee morale;
 - viii. Shall not conduct himself/herself in any immoral/unlawful activities that could damage Company image and lowering of individual morale;
 - ix. Shall not conduct himself/herself in such a manner as may be construed as an act of insubordination;
 - x. Shall keep secret all transaction, account, information, dealings, employee affairs, business affairs, affecting the Company and its customers or any person that the Company may have dealing with, throughout his/her employment and thereafter and shall be liable for any act or acts in breach of this provision;
 - xi. Shall not at any time use Company facilities/equipment’s for private use;
 - xii. Shall at all time during working hours be neatly and properly dressed and groomed;
 - xiii. Shall not be involved in the trafficking/consuming/possession directly or indirectly in illegal substance i.e., heroin, marijuana, ganja such like drugs. Possession of them within the company premises;

- xiv. In suffering from any serious infectious or contagious disease such as Hepatitis, AIDS or Tuberculosis, Covid and/or other disease that the management view it as contagious shall report such disease to the company's appointed medical practitioner; and
- xv. Shall be courteous and respectful towards others, regardless of level.

3. SECTION B: MISCONDUCT

- c) In view of the above values, the misconduct list below provides a general idea of conduct considered to be damaging to customers, other employees, or the professional image of the company. The List below may not cover all situations and shall be viewed on a case-by-case basis.

List of Misconducts and/or offences:

- i. Habitual late attendance
- ii. Habitual absence from work without leave
- iii. Leaving the workplace during working hours without permission or valid cause
- iv. Careless damage of Company property on a small scale
- v. Infringements of safety regulations which do not cause damage to property or injury
- vi. Playing games or watching entertainment videos during working hours
- vii. Lending or borrowing money within the Company's premises in circumstances prejudicial to discipline
- viii. Engaging in any personal business or trade within the premises of the Company (e.g. selling home utensils, insurance, cosmetics & etc.)
- ix. Unauthorized use of the Company's telephone and other properties
- x. Bringing outsiders without permission to use the Company's facilities
- xi. Writing offensive notes/memos/letters to other employees
- xii. Using vulgar and/or profane language
- xiii. Sleeping while on duty
- xiv. Smoking/vaping in non-smoking areas within the Company premises while on or off duty
- xv. Not properly attired and groomed for work
- xvi. Insubordination or disobedience.
- xvii. Theft, fraud, or dishonesty in connection with the Company's business or property
- xviii. Intentional damage or loss of Company's good or properties
- xix. Falsifying or destroying Company records
- xx. Gambling of any form or whatsoever nature, whether for monetary gain or otherwise, within the premises of the Company
- xxi. Being in the Company premises while under the influence of intoxicating drinks or dangerous drugs
- xxii. Riots, disorderly behaviors or creating nuisance within the premises of the Company
- xxiii. Violence, abusing or assaulting other employees within the premises of the Company
- xxiv. Participating in an illegal strike
- xxv. Possession of lethal and/or dangerous weapon, illegal leaflets within the premises of the Company premises
- xxvi. Conviction and imprisonment for any criminal offence
- xxvii. Immoral, immature, or indecent conduct.
- xxviii. Habitual breach of any company rules.

- xxix. Perform selfies/clock in for other employees on his behalf
- xxx. Making false or improper claims to the Company
- xxxi. Any posting articles, comments, opinions, or view to discuss with regards LOOB in any social media regardless of reason or justification or intention.
- xxxii. Abuse of powers
- xxxiii. Act of insubordination
- xxxiv. Sexual harassment (verbal/touching/physical) and other forms of act that deemed to have offended any
- xxxv. Harassment /bullying/physical assault/fighting
- xxxvi. Money lending/extortion/kutu
- xxxvii. Breached of terms and conditions of service
- xxxviii. Any forms or misconduct /omissions/behavior/communications (verbal or written) and any other matters not classified in this article but deemed by the Company to be serious in nature is subjected to disciplinary action including dismissal.
- xxxix. Favoritism and bias

4. SECTION C: DISCIPLINARY ACTIONS

- a) Human Resource Department or any other officers that authorized by the Company may take disciplinary action against an employee on the grounds of the following:
 - i. Inefficiency;
 - ii. Dishonesty;
 - iii. Misconduct;
 - iv. Indiscipline;
 - v. Negligence;
 - vi. Carelessness;
 - vii. An act of insubordination;
 - viii. Pecuniary embarrassment;
 - ix. Sexual harassment;
 - x. Assault;
 - xi. Verbal abuse;
 - xii. Abuse of position of office;
 - xiii. Unlawful activities;
 - xiv. Conviction for a criminal offence;
 - xv. Judgement or order made in any civil suit or matter;
 - xvi. Default against any terms and conditions of service; and
 - xvii. Any other act or neglect considered serious.
- b) All misconduct will be managed based on the severity of the conduct and the following disciplinary action will be executed:
 - i. Written warning
 - ii. Termination his/her service
 - iii. Downgrade or demote his/her rank with reduction in salary;
 - iv. Verbal discussion will be held with the employee to correct unacceptable situations or problems. This discussion will be recorded in the employee file and if the shortcomings are corrected, no further action will be taken and specified time period time will be given for the employee to improve if no improvement, a written warning will be served to the employee and will be recorded in the employee's file.
 - v. Stop payment of bonus is such bonus is declared;

- vi. Defer, withhold or stop his/her annual increment not exceeding six (6) months
 - vii. Suspension without pay up to fourteen (14) days.
- c) Where in the opinion of the Company there exists suspicious of malpractice, the Company may suspend any employee pending company investigation of the case. Such suspension shall be with half pay for two (2) weeks and may extended, if necessary, on full pay.
- d) After the investigation if is found that it does not disclose any misconduct on the part of the employee, he/she will be reinstated. If he/she is found to have committed serious misconduct, the Company may take further disciplinary action and employee may be dismissed, the effective date of his/her dismissal shall be decided by the Human Resource Director.
- e) Before any disciplinary action is taken, the employee concerned shall be given every opportunity to be heard and the Company's decision after the hearing shall be final.
- f) An employee who is subject to any disciplinary action as provided for in this article or otherwise, shall have the right of appeal in accordance with the Grievance Procedures, provided that any action already taken by the Company shall stand while the appeal is being processed.

5. REVIEW OF THE POLICY

The Management reserved the right to amend / delete / add-in any of sections of the above code of conduct as and when necessary, at its absolute discretion. Please refer to Human Resource Department for further clarifications on the updated amendments/deletions/additions of clauses.

This Policy (Version No. 1) was reviewed and approved by the Board on 21 March 2025.