



Code of Ethics and Integrity Policy

Usahawan Borneo Greenwood Sdn Bhd are committed to forming an ethical work culture and integrity in business management. In line with this commitment, the company will ensure that all employees follow the following clauses;

BUSINESS AND GENERAL ETHICS

Employees shall refrain from receiving any form of luxury entertainment or excessive hospitality from all third parties, including customers, consultants, suppliers, manufacturers, contractors, subcontractors, their agents and / or their representatives. Any entertainment must have a transparent business objective and can not affect any business decision. This is to ensure that no employee is placed in a condition in which he is in the duty, which will prevent employees from serving the company as best they can.

- Workers should respect and protect the property of the company with care. They must maintain honesty, dignity and integrity at all times and do not commit any criminal act or fail to comply with any relevant laws, by-laws and regulations. They are not allowed to cheat, borrow, steal or indulge in any harmful forms such as addiction to drugs and alcohol. Although this guideline is available, the company welcomes any proposals that may be owned by employees who are deemed to benefit the company and its group as a whole.

PROFESSIONAL STANDARDS

A worker must have a proper understanding of the professional standards expected of him/her. Every individual, regardless of the position held by the company is responsible for maintaining the Company's reputation with appropriate conduct and performance in all the work rendered in a credible manner. Employee services are also a company product.

CONFIDENTIALITY

- The customer gives information to the Company with the belief that absolute privacy will be maintained. An employee will not disclose or use any confidential, technical, commercial and financial information in respect of the business and affairs of the company to a third party that is believed to bring loss to the company.
- An employee is required to maintain confidentiality information that is not available in the public domain and all disclosed information where he has a reasonable basis to believe that the matter is confidential or deemed by the company as confidential. This clause shall be in force in the employment of employees with the company and subsequently after termination of employment with the company.

DRESS CODE

All employees are required to dress in a conducive manner according to a professional business environment. It is also practiced by employees either in the office or outside the office premises.



Datuk Elbert Lim Yu Ming JP
Company Chairman & Managing Director
Date : 16.12.2019

