



RGT BERHAD

Registration No. 198101004909 (71024-T)
(Incorporated in Malaysia)

CORPORATE SOCIAL RESPONSIBILITY CODE OF CONDUCT



RGT Berhad and its subsidiaries mission is to be the world leader in all our manufactured products Hygiene Care, Automation Engineering and Precision Engineering. We will earn our customers' enthusiasm through continuous improvement driven by integrity, teamwork and innovation of our people. We value integrity customer focus, creativity and efficient and nimble action and respect highly motivated people and team spirit. We positively support environmental matter, safety and society. We collaborate to apply market knowledge, technological expertise and social responsibility in developing innovative products and successfully growing our businesses.

Code of Conduct Corporate Values

- Honesty and ethical behaviour
- Teamwork and supporting each other's professional efforts and achievements.
- Trustworthiness
- Partnership and team
- Performance and a "Get it done right" attitude
- Each person engaging, contributing and succeeding
- Diversity and respect for the rights and thinking of others
- Creativity and innovation
- Work life balance
- Our community and environment
- Sustainable management of Human Rights

Code of Conduct Policy Statement

What we believe in and our guiding principles as we move forward.

We are dedicated in doing business ethically and making good business decisions that champion the cause of human dignity and consideration for the environment as embodied in our Code of Conduct standards.

We are deeply rooted in human values and committed to ethical behaviour, education, sustainability and good business practices. We put our values into practice through our commitment to Corporate Social Responsibility (CSR) and in our operations through our Code of Conduct. We know that 'doing business right' is the way to do business.

Business Partners are as essential to our business as our customers. As a manufacturer, we understand the realities of effecting changes. We have worked slowly and steadily to ensure that our factories are safe and humane places to work. Our factory partners understand that our sincerity for CSR is coupled with realism. We listen to their concerns and work with them to steadily improve our working environment.

With the alignment of our CSR and Factory Management Teams in execution of this initiative, we will accomplish our goal to build healthy and profitable businesses throughout our supply chain that adhere to our Code of Conduct standards.

Workplace Code of Conduct

This Code of Conduct must be posted in all major workplaces, translated into languages of workers and supervisors and the rights and obligations as defined by this Code and applicable labour Laws must be communicated to workers.

We are committed to socially and environmentally responsible business practices that assure our products are produced under lawful, humane and ethical conditions. We strongly encourage our supplies to exceed the standards enumerated in the Workplace Code of Conduct and promote continuous improvement throughout their factories.

While we recognize that there are different legal and cultural environments in which factories operate throughout the world, this Workplace Code of Conduct sets forth the basic minimum requirements all factories must meet in order to do business with us.

The Workplace Code of Conduct applies to all factories or vendors that produce goods for RGT.

Anti-Bribery and Anti-Corruption Policy

We strictly prohibit all form of bribery and corruption and MUST NEVER offer, promise or accept bribes or kickback and MUST NOT participate in or facilitate corrupt activities of any kind.

Appointment of Duly Authorised Executives

Appointment of one or more Duly Authorised Executives of sufficient and appropriate seniority who should be responsible for either a business or function. Their role will be:

- Advising and assisting employees whenever ethical questions arise;
- Overseeing compliance with the Code of Conduct Policy, the Gifts and Hospitality Policy and the Sales Personnel and Consultants Policy; and
- Determining whether or not a conflict of interest exists in a given situation.

Gifts and Hospitality Policy

The practice of giving business gifts varies between countries and what may be normal and acceptable in one country may not be in another country. With this background, we have established procedure approval limits and appoint Duly Authorised Executive to oversee the Gifts, Hospitality, Entertainment and Donation activities.

RGT Berhad's Anti-Bribery and Corruption Policy Statement shall be used as our due diligence to communicate to all our business partners that we do not condone such unethical behaviour in doing business.

All hospitality in relation to public or government officials will require prior approval from a Duly Authorised Executive even it is within the proposed minimum thresholds.

Political donations must not be made.



Each business must appoint Duly Authorised Executives to act as the source of the necessary approval and each business must maintain a register on Gifts and Hospitality for both given and received which require approval.

All gifts, entertainment and hospitality of a value exceeding the threshold established by Top Management must be recorded in the Gift and Hospitality Registry.

The registry is subject to periodic review and maintain by our Compliance & Ethics team and by the Internal Audit team.

Procedures Of Whistleblowing Policy

Disclosures can be made via email: whistleblowing@rgt.com.my

For further details please log in to: <https://rgtberhad.com/corporate-governance/>

Zero Tolerance Issues

Zero Tolerance issues are: Child Labour, Forced Labour, Harassment / Abuse and Over Time Wage proper payment per local labour law and Transparency.

Child Labour

No person shall be employed at an age younger than 18, the age for completing compulsory education in the country or the minimum age established by law. If a child is hired, Children and Young Persons (Employment Act 1966 shall be applicable.

Child Remediation

If a child is found at our premise, put the child in a safe place and provide protection to the child until help arrive or report to the authority. Comfort the child and do not physically touching the child and further action refer to our standard operating procedures.

Forced labour

There shall not be any use of forced labour, whether in the form of prison labour, indentures labour, bonded labour or otherwise including trafficked labour. Overtime work must be voluntary.

Non-harassment / Non-Abuse Policy

Every employee shall be treated with respect and dignity. No employee shall be subjected to any physical, sexual, psychological, verbal harassment or abuse.

**Human Rights**

To ensure the availability and sustainable management of human rights, we shall refer to the proclaim of the Universal Declaration of Human Rights as a common standard to promote respect for these rights and freedoms within our organization.

Wages and Benefits

Employers shall recognize that wages are essential to meeting employee's basic needs. Payment of wages must be per normal and timely cycle based on local law.

Overtime Compensation

In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at a rate as is legally required by the employment act.

Hours of Works

We shall comply with legally mandated work hours. Hours of work will not exceed the limits on regular and overtime hours allowed by the law under extraordinary business circumstances where prior consent shall be obtained. In addition, except under extraordinary business circumstances, employees shall be entitled to at least one day off in every seven-day period.

Health & Safety

We shall provide safe, clean and healthy working environment in accordance with all applicable local safety and health regulations to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities.

Environment

We shall respect the environment and must fully comply with all local environmental laws and regulations to minimize the impact on the limited resources, including and not limited to: holding all permits, reporting certificates, pollution prevention and a hazardous substance policy. All waste materials must be disposed of legally in an environmentally responsible manner. Suppliers must establish and demonstrate safety practices and standards for the identification and handling of any hazardous waste. Any violations or fines must be reported to the Safety Health Environment Chairman.

Non-Discrimination

Employment (including hiring, salary, benefits, advancement, discipline, termination or retirement) shall be based upon the individual's ability and not on the basis of their personal characteristics.



Freedom of Association and Collective Bargaining

We shall recognize and respect the legal right of employees to freedom of association and collective bargaining.

Employment Policy

All recruitment either local or foreign worker on application of legal documents which include passport, work permit, visa and ensuring medical examination is carried out from country of origin, pre departure orientation, transportation arrangement from the worker residence to the port of entry in Malaysia with **zero-cost to the workers.**

Subcontracting

Subcontractors shall not be used in the production of products without our prior written approval and loyal after the subcontractor has agreed to comply with the terms of our Workplace Code of Conduct.

Documentation and Inspection

We shall maintain on file all the documentation needed to demonstrate compliance with this Code of Conduct. This Code of Conduct must be posted in all major workplaces as defined by this Code of Conduct and applicable labour laws must be communicated to workers. We agree to make these documents available for designated monitors to inspect upon request, and agree to submit to labour practices audits or inspections with or without prior notice. Failure to comply with this is a breach of transparency.

This Policy is approved by Board of Director on 15 May 2025.

Date: 15th May 2025 (Rev_7)

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