



VENDOR CODE OF CONDUCT

INTRODUCTION

This Vendor Code of Conduct (“Code”) sets forth the principles and standards of conduct that KNB expects Vendors to adhere in their provision of works, supplies and services to KNB.

It is the policy of KNB to adopt procurement practices in a transparent and fair manner to support KNB’s business objectives. Towards this end, KNB strives to adopt procurement practices which support fair competition, wide participation and good governance in compliance with the relevant laws, regulations and terms and conditions which protect both KNB and Vendors.

KNB is committed to promoting and maintaining high standards of transparency, accountability, ethics and integrity in its business dealings in line with its Integrity, Innovation, Teamwork, Excellence and Commitment (“INTEC”) values and KNB expects all Vendors to share this commitment.

This Code is not a contract. It does not confer rights on any Vendor, nor does it impose obligations on KNB. In case of a conflict between this Code and the Vendor’s contract, the terms of the Vendor’s contract prevail.

COMPLIANCE

At KNB, we expect all our Vendors to comply with this Code without fail. Vendors are also expected to co-operate, maintain business relationships based on respect and trust and adopt a non-adversarial approach in business dealings with KNB. Violations of this Code by Vendors may result in relevant contractual or legal remedies under the law, termination of contract, sanctions and blacklisting by KNB from participating in any future procurement activities under KNB. Where appropriate, the directors of the Vendor may also be blacklisted.

PRINCIPLES OF THIS CODE

This Code is guided by following principles of conduct:

- **Safety and Health**
Vendors shall ensure a safe and healthy working environment for all their employees and others involved in or affected by their businesses and operations.
- **Integrity**
Vendors shall uphold highest standards of integrity in all business dealings with KNB.
- **Accountability**
Procurement activities shall be conducted in a transparent manner.
- **Fairness**
Vendors shall not engage in procurement practices that are unfair. Integrity, honesty and trust shall be observed at all times.
- **Zero tolerance towards corruption**
Vendors shall not engage in any form of corrupt practice in all business dealings with KNB.
- **Disclosure of interest**
Vendors shall disclose any situation of potential conflicts of interest.
- **Confidentiality**
Vendors shall maintain and safeguard the confidentiality of any confidential information obtained in the course of business dealings with KNB including compliance to the Personal Data Protection Act 2010 where applicable.
- **Anti-Competitive practices**
Vendors shall not collude or participate in any procurement activities that are anti-competitive or contravening the applicable laws of Malaysia.
- **Compliance of law**
Vendors shall ensure compliance with applicable laws of Malaysia governing their contractual obligations.

OBLIGATIONS OF VENDORS

Vendors must observe the following responsibilities:

- Vendors must comply with the principles of this Code.
- Vendors must respond to tender solicitations in a fair, honest and transparent manner, reflect their capability to meet the requirements stipulated in the tender documents.
- Vendors are prohibited from any form of corruption, tender-rigging, collusion or any other form of anti-competitive activity in any tender exercise and during the performance of their works, services or supplies.
- Vendors are prohibited to offer employees of KNB any bribe, money, gifts, goods or services or any form of inducement or benefits or promise to give, in any manner, gratuity to employees of KNB that may give rise to real or apparent influence on their fairness in executing their official duties.
- Vendors shall ensure their relevant employees are being informed of this Code.
- Vendors shall report any violations of this Code to the Head of Finance Division of KNB at 03-7876 1933 ext 300.
- Vendors shall cooperate fully in any investigation or audit by KNB in respect to compliance to this Code.

RAISING CONCERNS

The standards of conduct described in this Code are critical to the success of KNB's business relationship with KNB's Vendors. In the event the Vendors encounter questionable activities, KNB encourages the Vendors to immediately bring them to KNB's attention at procurementHQ@kn.com.my

Signature : _____

Name : _____

Designation : _____

Date : _____

Company Chop : _____