

EMPLOYEE PERSONAL CONDUCT

3.1 Personal Conduct

The Company expects its employees to conduct themselves in a businesslike manner. Employees should not conduct themselves in a manner that has an adverse impact on the work environment, including at a Company sponsored functions. Drinking, gambling, consuming illegal drugs, fighting and similar unprofessional activities are strictly prohibited while on the job and are not encourage at all times. Employees should also refrain from borrowing monies from other employees, business associates and/or customers.

Employees must treat other employees, business associates, customers and others with courtesy and respect. The Company does not tolerate any form of harassment, discrimination or other behavior that colleagues or business associates may regard as threatening or degrading.

3.2 Working with Office Colleagues

It is in the interest of both employer and employees that all employees should work in harmony and close cooperation with each other. No department can consider itself independent or more important than others. Objectivity rather than personal attitudes and differences should be the basis on which decisions are made and actions taken in respect of business transactions.

3.3 Attendance and Punctuality

Every employee is expected to report for work regularly and to be punctual when reporting for work daily. Good attendance is important for the job requirement and failure to observe this requirement, without reasonable cause shall result in disciplinary action.

An employee who has been absent from work for more than 2 consecutive working days or more without prior leave or without informing or attempting to inform the Company of the reason for the absence prior to or at the earlier opportunity during the absence shall be liable to be terminated by the Company.

Consequently, in accordance to Section 15(2) of the Employment Act 1955, employee shall be deemed to have broken his contract of service with the employer if he committed the above offence. The Company can terminate the contract of the employee in accordance to Section 13(2) of the Employment Act 1955.

3.4 Job Performance

All employees must, at all times, perform their duties competently and diligently and to be accountable for their own actions.

Every employee must perform his or her duties in a manner consistent with the Company's expectations. Every employee must comply with the instructions of his or her superiors.

Employee must act respectfully, loyally and honestly and must refrain from any action that could jeopardise the Company's legitimate interests.

3.5 Activities out of Working Hours

As employees of the Company, they will represent the Company anytime and anywhere they go. Hence, employees are advised to act courteously and refrain from any acts that will create negative image on the Company whether during or out of working hours.

3.6 Dress Code

All employees are required to maintain an appropriate degree of formality in their personal appearance and dressing at all times during office hours, whether inside or outside the office. Employees are required to manage their image and be appropriately groomed to a professional corporate image which includes the clothes worn besides maintaining a neat, clean and tidy appearance.

Guidelines on Dress Code:**MALE**

Acceptable Business Attire	Unacceptable Business Attire
Formal & decent business shirt or suit, preferably with tie for executives and management employees.	Dirty or scuffed
Tailored pants	Jeans, shorts, three quarter pants, half pants
Closed toe shoe with appropriate socks length	Slippers, flip-flops

FEMALE

Acceptable Business Attire	Unacceptable Business Attire
Formal & decent blouse & skirt/tailored pants or suit.	T-shirts, inappropriate dresses/short skirts/mini skirts
Appropriate & decent skirts & dresses	Ultra revealing/clingy clothes, plunging necklines, halter-neck, spaghetti straps, see-through or gaping clothes
Professional/Business/Decent working attire	Jeans, shorts, three quarter pants, half pants, tights
Court shoes if possible, if not strapped sandals	Slippers, flip-flops