

GAS MALAYSIA BERHAD
(Company No. 240409-T)

Code of Conduct and Discipline

- 1.** GAS MALAYSIA has in good faith agreed to employ an employee to carry out his job with the remuneration package comparable to his qualification and/or experience and records based on his performance and achievements which contributes towards the Company's objectives and growth.

It is therefore GAS MALAYSIA's that an employee should inculcate the following values:-

- (a) Serve in good faith and fidelity.
- (b) Give his undivided attention to his duties and responsibilities at all times and on all occasions.
- (c) Display a high sense of cooperatives and proactiveness in carrying out his duty.
- (d) Strive towards a high standard of work ethics and professionalism.
- (e) Maintain a strong "esprit de corps"

And in view of the above values, an employee shall not:-

- (i) Subordinate his official duties and responsibilities in favour of his private and personal interest.
- (ii) Conduct himself in any manner so as to allow his private/personal interest to come in conflict with his official duties or use his position to his advantage.
- (iii) Conduct himself in such a manner as is likely to put GAS MALAYSIA into disrepute and/or bring discredit to GAS MALAYSIA.

(iv) Conduct himself in such a manner as can reasonably be construed amongst other things:-

- as being inefficient
- as being dishonest
- as an act of insubordination
- as being irresponsible

2. PUBLICATION OF BOOKS

An employee shall not publish or write any books or other works which are based on official information except with written permission of GAS MALAYSIA and subject to conditions deemed necessary by the Company.

3. MAKING OF PUBLIC STATEMENTS

An employee shall not either orally or in writing or in any form make or circulate any public statements or comments on any matters relating to work, policies or decisions of GAS MALAYSIA except with authorization from the Management.

4. PARTICIPATION IN THE MEDIA

An employee shall not participate in any form of advertisements in broadcasting whether in the newspaper, magazine, radio or television or any other media except with prior written consent from the Management and subject to conditions deemed appropriate by the Company.

5. CONFLICT OF INTEREST

An employee may not own, either directly or indirectly, shares or other forms of beneficial interest in privately owned entities which are listed in GAS MALAYSIA's list of authorized contractors or suppliers, even if the entities concerned do not derive most of their income from contractual or other business arrangements with GAS MALAYSIA.

Should an employee becomes directly or indirectly (e.g. through immediate family) the owner of equity in such entities that have the aforesaid relationship with GAS MALAYSIA, an employee has an immediate obligation to inform GAS MALAYSIA in writing of the changed circumstances. GAS MALAYSIA will then be obliged to consult with the employee concerned as to the most appropriate way to prevent conflict of interest.

An employee whose immediate family has interests, whether it is in the form of directorships, partnerships, shareholdings or through agencies in entities which are on GAS MALAYSIA's list of authorized contractors or suppliers which have contractual or supply arrangements with GAS MALAYSIA, and who are involved in any discussions regarding or dealing (whether directly or indirectly) with such entities in the course of their duties with GAS MALAYSIA, should inform GAS MALAYSIA in writing of such interests prior to entering into any such decisions/dealings. GAS MALAYSIA will then be obliged to consult with the employee concerned as to the most appropriate way to prevent a conflict of interest.

6. OUTSIDE SOCIAL AND POLITICAL ACTIVITIES

Although GAS MALAYSIA encourages its employee to participate in public or social activities outside working hours which are of voluntary nature, the employee are advised to avoid unnecessary heavy involvement in such activities which will affect their work performance with GAS MALAYSIA.

An employee who is appointed or elected as an official of such an organization is obliged to advise Management of the appointment.

An employee who wishes to stand for political elections at state and/or Federal level shall be required to resign.

7. OATH OF SECRECY

An employee shall declare that he (unless directed or required in the performance of this duties) at any time during or one (1) year after his resignation from GAS MALAYSIA, shall not leak, reveal or use any secret or confidential information regarding GAS MALAYSIA's business activities or Company where GAS MALAYSIA has an interest which may be known to him while serving GAS MALAYSIA.

An employee shall not, without the consent GAS MALAYSIA, retain or make original or copies of official documents of whatever nature belonging to GAS MALAYSIA for his personal retention. If on termination of his employment, an employee who is in possession of any original or copies of such documents shall deliver the same to GAS MALAYSIA.

8. DRESS CODE

For employee who is not required to use uniforms, the following dress code will be applicable:-

Male Employee

Long sleeve shirt should be worn with neckties unless they interfere with work or pose a safety hazard. Corporate shirts are allowed in place of shirts with neckties. Jeans, denim-based or leather wear, T-shirts, colorful/bright colored shirt with floral, geometric prints, batik shirt, bright colored track- suit tops/bottoms, etc., which are considered as casual attire are not permitted.

Female Employee

Female employees are expected to be dressed in smart, comfortable and sober attire suitable for semi-formal wear with appropriate accessories. T- shirt, jeans, denim-based or leather wear culottes and pantaloons are not allowed. Revealing, outrageous clothes and clothes which are generally inappropriate for office wear are prohibited (e.g. clothes which are for formal evening functions with pattern stockings or clothes more appropriate for discos/night clubs, etc).

The Management may allow employees to dress casually on a certain day as deemed appropriate and this shall be informed to all employees from time to time.