



Communication Policy

Management requires that every employee in this organization demonstrate maximum respect for others in the organization and other contacts in the context of business. The purpose of communication should be to help others and to make the business as effective as possible, so respect and respect can be nurtured by colleagues and from all parties. Employees should strive to maintain a civil work atmosphere at all times and avoid shouting, screaming, using roughage or swearing to co-workers.

- **Conflict**

Discrepancies should be addressed personally and carefully. Gossip and the "Back stab" nature should be avoided. Communicate directly with the person involved in resolving conflicts of interest.

- Every employee has a responsibility to foster understanding of the differences of others to create an environment where the difference contributes to a better organization. Unfair statements based on any of the following are not accepted and such conduct will result in immediate termination of employment: race, religion, ethnic origin, physical nature, mental or physical disability, color, race, marital status, pregnancy, medical condition, nationality and age
- Unfair sentences include those who treat a group of people in a uniform manner, define behavior in a degrading manner, imply inferiority of the group, and ignore the expenses of others, and / or cause shame or inconvenience to others based on comments about one particular group.
- **Critique**
Conservative criticisms that will increase the business by explaining or directing should be welcomed when delivered with respect and intelligence. Destructive criticisms designed to harm business or other people can not be practiced.

Datuk Elbert Lim Yu Ming JP
Company Chairman & Managing Director

Date : 16.12.2019