



Gigaspeed Technology Sdn Bhd (GTSB) Commitment to Ethics

GTSB ethics policy requires all directors, officers and employees to conduct business with highest degree of honesty and integrity. This Ethics policy is designed to guide us in complying with the laws and ethical principles that govern our business conduct. Our reputation has been built by employees who understand the value we place on these qualities, and we want to continue to build that reputation each day with responsible practices. The principles in our philosophy will continue to guide us and are the basis for our Business Ethics and Conduct policy. We are proud of the respectful, honest way we connect with people we meet.

Management Responsibilities

Our managers have additional responsibilities, although all of us are expected to conduct ourselves ethically.

- To lead by example in modelling our ethics guidelines
- To create a work environment with the highest standards of business conduct
- To educate and ensure everyone working with them understand the Ethics Policy
- To ensure employees are comfortable raising concerns without fear of retaliation

Discrimination and Harassment – Respect for People

We want to provide a workplace where all employees can pursue their full potential and contribute to our success. Therefore, we do not tolerate discrimination. We treat people fairly, courteously, respectfully and with dignity and do not discriminate based on that individual's age, race, national origin, color, sex, sexual orientation, disability or religious belief. Whilst we encourage open communication and frank discussion, we also valued each individual is unique and promote mutual respect.

We are committed to provide a work environment that is free from demeaning, intimidating, abusive or harassing behaviour. Any unwelcome conduct, including improper advances, suggestive intonation sexual in nature, request for sexual favours that creates a hostile or offensive working condition, will not be tolerated.

Respect for Privacy and Privileged Information

Our practices of treating information confidentially have help build the company reputation and made us a trusted and valued business partner for customers and supplier alike.

- We respect the privacy and confidentiality of information entrusted to us by customers, suppliers and GTSB employees. All such information is treated as confidential and may not be copied, released or disclosed to any third party, unless disclosure is required by law or agreement.
- Respect the privacy of each employee's personnel, medical and financial records and retain only the information that is required for GTSB operations or by law.
- Refrain from misrepresenting the information or by the use of false and misleading information that might injure another entity reputation or bring harm to them.

Anti Bribery and Corruption

GTSB takes a ZERO tolerance policy against bribery. We never promise, offer, give, request or accept a bribe in the course of doing business.

We do not give or accept inappropriate gifts or entertainment. We select our suppliers and business partners based on merit criteria, such as their services, pricing and the quality of offerings and we earned our business from customers on the same basis by competing fairly.

We respect a client's decision in the selection of services and will continue to offer and provide that client with quality services for as long as is necessary or required.

Protection of Company Assets and Confidential Information

We treat the tools of trade and resources with respect. As these assets are entrusted to us to enable us for legitimate business purposes, we will protect these assets from misuse, loss, damage or theft. Everyone should refrain from engaging in personal activities that interfere with or prevent us from fulfilling our job requirements during work hours.

We will protect GTSB Confidential Information such as – wage and salary information, trade secrets, competitive information, contracts and agreements, pricing and cost information, business or strategic objectives, plans and outlooks, customer, supplier, business partner and employee lists, non-public financial data, technical data and processes.

The team understand the importance of protecting and keep private all proprietary and confidential information. Disclosure of such information is only allowed to those with legitimate business need (who are authorised to receive it) or when required by law.

Conflict of Interests

Everyone should always act in the best interest of GTSB and maintain the highest standard of personal conduct. We do not use our position, contacts or knowledge about GTSB for personal gain or to act contrary to GTSB best interest.

We do not compete with GTSB or take any GTSB opportunity for personal gain and bring harm to the company reputation.

Employee should not have Outside Interest while in the employment of GTSB, outside business interest or other activities that are so demanding that they interfere one ability to do carry out his/her job.

We agree to properly disclose if we are ever in a position where a personal or family relationship could create the appearance of a conflict of interest. E.g., Doing business with or competing against an organization that employs or is partially owned by family or friends.

Receiving a commission, share of profits or any other payment, a service or any excessive gift or entertainment from anyone doing business with or seeking to do business with GTSB. All marketing programs and promotion benefits/perks organized /run by vendor for GTSB personnel need to be disclose to your manager.

If we are in doubt of a situation whether it constitute a conflict of interest or could create the appearance of a conflict of interest, please discuss the situation with our Compliance Officer or immediate manager.

Report of Any Violations and Non-Compliance to:
Compliance Officer
(integrity@gtsb.net)