

<b>Coraza Integrated Technology</b>	<b>Policy &amp; Procedures</b>	Document Number 100 – 017	Rev 2
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### Table of Contents

- 1 Introduction
- 2 Objectives
- 3 Policy Statement
- 4 Scope
- 5 Definition
- 6 Responsibilities
- 7 Procedures
  - 7.1 Steps Taken to Address Anti-Bribery and Anti-Corruption Risks
  - 7.2 Gifts, Benefits, Travel and Entertainment
  - 7.3 Facilitation Payment and Kickbacks
  - 7.4 Associated Third Parties and Procurement Process
  - 7.5 Political Donations and Contribution
  - 7.6 Sponsorships, Donations, and Contribution to Charity or Social Projects
  - 7.7 Record Keeping
  - 7.8 Confidentiality and Protection
  - 7.9 Red Flags
  - 7.10 Monitoring and Review
- 8 Related Document
  - 8.1 Whistleblower Policy
- 9 Attachment
  - 9.1 Document Package Related to Anti-Bribery and Anti-Corruption

## **1 Introduction**

- 1.1 The Board of Directors (the “Board”) of Coraza Integrated Technology Bhd (“Coraza” or the “Company”) and its subsidiaries (collectively referred to as the “Group”) has established and adopted this Anti-Bribery and Corruption Policy (“AB & C Policy”). This AB & C Policy is drafted in accordance to sub section (5) of Section 17A under the Malaysian Anti-Corruption Commission Act 2009 and the Malaysian Anti-Corruption Commission (Amendment) Act 2018, the Anti-Bribery and Corruption Policy based on the Guidelines on Adequate Procedures issued by the National Centre for Governance, Integrity and Anti-Corruption (GIACC).
- 1.2 This AB & C Policy provides principles, guidelines and requirements on how to deal with bribery and corrupt practices that may arise in the course of daily business and operation activities within the Group.
- 1.3 The Group is committed to conducting the business ethically, as well as complying with all applicable laws, which include compliance with the Malaysian Anti-Corruption Commission Act 2009 and the Malaysian Anti-Corruption Commission (Amendment) Act 2018 and any of its amendments or re-enactments that may be made by the relevant authority from time to time.
- 1.4 Coraza is committed in ensuring that the Group meets its legal obligations and prevents, detects, minimises and eliminates all form of corrupt practices. The Policy encompasses an ethical framework that serves as a guide to the actions and behavior of all Directors, employees of the Group and business associates which include but are not limited to current or prospective customers, joint venture or business partners, contractors, vendors, suppliers, distributors, outsourcing providers, consultants, agents, investors, advisers, associates, representatives or any other business partners (“Business Associate”) in the ordinary course of its business activities.
- 1.5 The Policy focuses on discipline, good conduct, professionalism, loyalty and integrity, and cohesiveness, which are seen to be critical success indicators of the Group. The Group will take reasonable and appropriate measures to ensure that its businesses do not participate in corrupt activities for its advantage or benefit.
- 1.6 This Policy is supplemental to and shall be read together with Coraza’s internal policies and procedures, Whistleblowing Policy and Code of Ethics and Conduct.
- 1.7 Unless otherwise stated, any references to “we”, “us” and “our” in this AB & C Policy are to the Group taken as a whole.

## **2 Objectives**

The purpose of the this AB & C Policy is to :

- 2.1 set out our responsibilities to comply with laws against bribery and corruption; and
- 2.2 provide information and guidance to those working for the Group on how to recognize and deal with corruption and bribery issues.

### 3 Policy Statement

Coraza Integrated Technology and its subsidiaries (the “Group”) adopt a zero-tolerance approach against all forms of bribery and corruption. The Group is committed to conducting business with integrity and honesty. The Group is committed to conducting its business dealings and relationships in a fair, transparent and ethical manner.

### 4 Scope

4.1 This AB & C Policy applies to all individuals working for the Group and all companies within the Group at all levels and grades.

4.2 This includes employees, director, engineer, senior managers, managers, site supervisor and all individual working at all levels and grades (collectively the “Employees”) and the Board (whether full time, part-time, contract or temporary) and any third parties associated with us.

4.3 In this AB & C Policy, the associated third parties shall refer to any individual or organisation that an associate may come into contact during the course of his/her engagement with the Group, which may include but not limited to suppliers, contractors, agents, consultants, outsourced personnel, distributors, advisers, government and public bodies including their advisors, representatives and officials (hereafter together defined as “Associated Third Parties”).

### 5 Definition

For the purpose of this AB & C Policy, the terms listed below represent its respective definitions and shall exclude food and drinks, flowers and contribution/sponsorship for the Group’s official events:

5.1 **Bribery** : Offering, promising, giving, accepting or soliciting of an undue advantage of any value (which could be financial or non- financial), directly or indirectly in violation of applicable law, as an inducement or reward for a person acting or refraining from acting in relation to that person’s duties, action or decision.

5.2 **Corruption** : The provision or receipt of monetary or non-monetary bribe or reward of high value for performing in relation to the Board, the Employees’ and the Associated Third Parties’ duties. This includes misuse of a public office or power for private gain or the misuse of private power in relation to business outside the realm of government.

5.3 **Benefits** : Any form of advantages or profits gained by the Board, the Employees, and the Associated Third Parties.

5.4 **Entertainment** :

a) The provision of recreation; or

b) The provision of accommodation or travel in connection with or for the purpose of facilitating entertainment of the kind mentioned in item (a) above, with or without

consideration paid whether in cash or in kind, in promoting or in connection with a trade or business activities and/or transactions

5.5 **Facilitation Payments** : Small sums or bribe, unofficial payment made to secure or expedite the performance of a routine action by the Board, the Employees, and the Associated Third Parties.

5.6 **Kickbacks** : Any forms of payment intended as compensation for favourable treatment or other improper services. This includes the return of a sum already paid or due as a reward for awarding of furthering business.

5.7 **Gifts or Present or Gratification** : Definition under section 3 of Malaysian Anti-Corruption Commission Act 2009

- a) money, donation, gift, loan, fee, reward, valuable security, property or interest in property being property of any description whether movable or immovable, financial benefit, or any other similar advantage;
- b) any office, dignity, employment, contract of employment or services, and agreement to give employment or render services in any capacity;
- c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- d) any valuable consideration of any kind, any discount, commission, rebate, bonus, deduction or percentage;
- e) any forbearance to demand any money or money's worth or valuable thing;
- f) any other service or favour of any description, including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted, and including the exercise or the forbearance from the exercise of any right or any official power or duty; and
- g) any offer, undertaking or promise, whether conditional or unconditional, of any gratification within the meaning of any of the preceding paragraphs (a) to (f).

## 6 Responsibilities

6.1 The Board has oversight of this AB & C Policy.

6.2 Directors and employees are required to be familiar with and are responsible for ensuring the compliance with this AB & C Policy. Any violation of this AB & C Policy must be treated as serious matter and will result in disciplinary action, including dismissal and termination in accordance with local law.

6.3 Any individual and employee with any suspicious, concerns or believes regarding a violation with this AB & C Policy has occurred or may occur in future, should raise up, notify and shall make report to the Group via the channel outlined in our Whistleblowing Policy.

- 6.4 An employee will be accountable individually whether he or she pays any bribes himself or herself or whether he or she authorizes, assists or conspires with someone else to violate this AB & C Policy and/or an anti-corruption or anti-bribery. Punishment for violating the law are against him/her as an individual and may include imprisonment, probation, mandated community service and monetary fines and others which will not be paid by the Group.
- 6.5 Further indications that may indicate corruption and bribery (“red flags”) are set out in Section 7.0 of this AB & C Policy below.

## 7 Procedures

### 7.1 Steps taken to address AB & C risks

- a) Implement this AB & C Policy;
- b) Perform regular corruption risk assessment on our operations and review findings. The corruption risk assessment, including the questionnaire provided in Appendix A, aids in identifying and mitigating potential risks within the Group;
- c) Take steps to implement training programmes for all individuals operating in areas of the organization that are identified as high risk; and
- d) Regular review and update to this AB & C Policy.

### 7.2 Gifts, Benefits, Travel and Entertainment

- a) All persons who are subject to this AB & C Policy shall NOT:
  - i. offer, give, or promise to give a bribe or anything which may be viewed as a bribe to secure or award an improper business advantage;
  - ii. offer, give, or promise to give a bribe or anything which may be viewed as a bribe to a government official, agent or representative to facilitate, expedite, or reward any action or procedure;
  - iii. request or receive a bribe or anything which may be viewed as a bribe from a third party knowing or suspecting it is offered with the expectation that it will obtain a business advantage for them; or
  - iv. engage in any activity that might lead to a breach of this AB & C Policy.
- b) All persons who are subject to this AB & C Policy shall not accept or receive any Gift, Benefits and/or Entertainment from a third party or stakeholder of the Group except if it is made from gestures that are construed to be legitimate contribution and provided that the Gifts, Benefits and/or Entertainment are presented in good faith and below a ***monetary value of equivalent to RM 500***, which may be directly or indirectly offered as a result of or in anticipation of the Board’s, employee’s and Associated Third Party’s position or performance of duties with the Group or for cultivating good business

relationship.

- c) All persons who are subject to this AB & C Policy shall exercise proper care and judgement in respect of giving or receiving any Gifts, Benefits and/or Entertainment on a case-to-case basis.
- d) All persons who are subject to this AB & C Policy shall take into consideration the impact of their actions with regards to how their actions are perceived (i.e. Influencing their decision) and its impact towards the business operations of the Group prior to giving or accepting any Gifts, Benefits and/or Entertainment.
- e) We encourage the use of good judgement when giving or accepting the Gifts, Benefits and Entertainment. All the Benefits including Gifts and Entertainment must be:
  - i. reasonable in value;
  - ii. infrequent in nature;
  - iii. transparent and open;
  - iv. not given to influence or obtain an unfair advantage; and
  - v. respectful and customary
- f) All gifts, benefits, or entertainment given or received by employees must not exceed a maximum expense limit of RM 500.00, ensuring consistency with the AB & C Policy and promoting responsible spending.
- g) Employees must submit a Gift and Entertainment Declaration Form and obtain prior approval from their Department Head before incurring any expenses related to gifts, benefits, or entertainment.

### **7.3 Facilitation Payment and Kickbacks**

- a) We do not make, and will not accept Facilitation Payments or Kickbacks of any kind. All associates must avoid any activity that might lead to Facilitation Payments or Kickbacks being made or accepted.
- b) Any individual with any suspicious, concerns or queries regarding a payment made on our behalf or improper business practices, he or she should raise these by reporting to the Group via the channel as outlined in our Whistleblower Policy.
- c) Directors or employees shall not promise or offer facilitation payments to an officer of any public body. However, there could arise circumstances in which the Directors or employees have no alternative but to make a facilitation payment in order to protect themselves from injury, loss of life or liberty where their security is at stake.
- d) Any request for facilitation payment must be reported immediately to the superior or

Head of Department or management for further advice.

#### **7.4 Associated Third Parties and Procurement Process**

- a) We had processes and adheres to the system of internal controls on supplier selection. Supplier selection should never be based on receipt of the Gifts, Benefits or Entertainment.
- b) Bidding process is open to all qualified bidders and no parties have the unfair advantage of separate, prior, close-door negotiations for a contract.
- c) Selection of supplier shall subject to clear adherence to this AB & C Policy and compliance with the Group Code of Conduct and Ethics.
- d) Appropriate assessment shall be conducted to individuals or third parties to ensure the business and background of the potential business partners are free from bribery elements or conflict of interest prior to procurement process.
- e) If suspicion of bribery and corruption arises in the dealings with any Business Associate, the Group shall seek an alternative provider of the services / goods.
- f) The Group expects all Business Associate acting on behalf the Group to contractually agree to refrain from bribery and corruption, and to adhere to this Policy.
- g) If the Group is not satisfied that bribery and corruption prevention has been upheld, due diligence shall be undertaken with regard to any Business Associate intending to act on the Group's behalf. The extent of the due diligence should be risk-based and shall include a bribery risk assessment. Due diligence may include a search through relevant databases, checking for relationships with public officials, and documenting the reasons for choosing one particular Business Associate over another.
- h) The Group strives to build and strengthen its relationships with Business Associate. In ensuring that the Business Associate adhere to industry best practice and accepted standards of behaviour, Business Associate may be required to complete the Business Partner Compliance Verification form, where deemed necessary based on circumstantial requirements.

#### **7.5 Political Donations and Contribution**

- a) We do not make charitable donations or contributions to political parties. Whilst our Employees and the Associated Third Parties acting in their personal capacity as citizens are not restricted to make any personal political donations, the Group will not make any reimbursement for these personal political contributions back to its Employees or the Associated Third Parties.
- b) The Group's property, facilities, services or employee time cannot be used for or contributed to any political party or candidate for public office without approval by the Executive Director / Group CEO / Managing Director.

## **7.6 Sponsorships, Donations, and Contribution to Charity or Social Projects**

- a) Contributions or donations made by the Group to community projects or charities need to be made in good faith and in compliance with the Code of Conduct and Ethics, this AB & C Policy and all relevant Group's policies and procedures.
- b) No donation shall be made which may or may be perceived to breach applicable law or any other sections of this AB & C Policy.
- c) Donations and sponsorships may be given for legitimate or valid causes to support local community or welfare development and reciprocal business arrangements. However, it must be ensured that donations and sponsorships are not used as a scheme to conceal bribery or corruption practices or to influence business decisions.

## **7.7 Record Keeping**

- a) We must keep all financial records and have appropriate internal controls in place, which will evidence, substantiate and justify that business reason for making payments to, and receiving payments from, third parties.
- b) We must ensure all expenses claims relating to gifts or entertainment made to third parties are submitted in accordance with the Group's reimbursement procedures and/or applicable policy and specifically record the reason for such expenditure. All the parties shall further ensure that all expense claims shall comply with the terms and conditions of this AB & C Policy.
- c) All documents, accounts and records relating to dealings with third parties, such as customers, suppliers and business contracts, should be prepared and maintained with strict accuracy and completeness. No accounts should be kept "off-book" to facilitate or conceal improper payments.
- d) A Gift and Entertainment Register will be maintained to document all related transactions. This register will track details such as the name of the recipient, nature and value of the gift or entertainment, date of the transaction, and approvals obtained. The register will be regularly reviewed by the compliance team to ensure transparency and adherence to the AB & C Policy

## **7.8 Confidentiality and Protection**

- a) Individuals who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. We encourage openness and will support anyone who raises genuine concerns in good faith under this AB & C Policy, even if they turn out to be mistaken.
- b) We are committed to ensuring that no one suffers any detrimental treatment as a result of refusing to take part in corruption, or because of reporting concerns under this AB & C Policy in good faith. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern.



## 7.9 Red Flags

- a) The following is a non-exhaustive list of possible red flags (for illustrative purposes only) that may arise for an individual while working for the Group and which may raise concerns under various anti-corruption and anti-bribery laws.
- b) If the Board, employee and the Associated Third Party come across any of these red flags or believe it may occur potentially while working for the Group, he/she must lodge a report promptly in accordance with the procedures as set out in our Whistleblowing Policy.
  - i. Become aware that a third party engages in, or has been accused of engaging in improper business practices, improper conduct or has a reputation for paying bribes or requiring bribes;
  - ii. A third party demands gifts, benefits, commission or fees before committing or continue to sign up a contract;
  - iii. A third party requests that payment is made to a country or geographic location different from where the third party resides or conducts business;
  - iv. A third party refuses to provide or provide insufficient, false, or inconsistent information in response to due diligence questions;
  - v. A third party requests the use of an agent, intermediary, consultant, distributor or supplier that is not typically used by or known to us, or a shell entity serves as a middleman especially when domiciled in secrecy haven;
  - vi. There are signs that the third party is not acting on his own behalf, but is trying to conceal the true beneficial owner's identity;
  - vii. A third party has a reputation of having a "special relationship" with a government, political party or other public official or has been specifically requested by a public official;
  - viii. A third party refuses to sign a commission or fee agreement or insists on the use of a side-letter relating to the payment of funds;
  - ix. A third party requests an unusually large or misappropriate commission, retainer, bonus or other fee or an unexpected additional fee or commission to "facilitate" a service;
  - x. A third party requests payment in cash or cash equivalent such as money order and refuses to provide an invoice or receipt;
  - xi. A third party refuses to provide an invoice or receipt for a payment, or you receive an invoice or receipt that appears to be non-standard or customized;
  - xii. A third party requests that a transaction is structured to evade normal record-keeping or reporting requirements;

xiii. A third party refuses to abide by this AB & C Policy or does not demonstrate that it has adequate internal anti-corruption and bribery policies and procedures in place.

xiv. Been offered an unusually generous gift or lavish benefits or entertainment by a third party.

## **7.10 Monitoring and Review**

a) Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering corruption and bribery.

b) This AB & C Policy does not form part of the associates' contract of employment and it may be amended at any time by the Group even though all the Employees and the Associated Third Parties are welcome to comment on this AB & C Policy and suggest ways in which it might be improved.

## **8 Related Document**

8.1 Whistleblower Policy

## **9 Attachment**

9.1 Document Package Related to Anti-bribery and Anti-Corruption