



**AmBank Group**

# Supplier Code of Conduct

Group Procurement

**PUBLIC**



# Introduction

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The SCOC is developed for the purpose to ensure AmBank's suppliers reflects our commitment to our values of integrity, responsibility, honesty, respect, and creating a sustainable future through responsible procurement.

AmBank expects its suppliers , subcontractor and their employees to embrace these values and must act with integrity and are expected to demonstrate a commitment to legal, ethical, safe, fair, and environmentally responsible business practices. AmBank seek our suppliers to operate in compliance with all applicable Supplier Code of Conduct.

**The Supplier Code of Conduct (SCOC) is developed based on the below objectives :**

Business Integrity

Governance & Compliance

Procurement Sustainability

## Business Integrity

AmBank is committed to serving our customers, working with our suppliers and conducting our business to the highest standard of Professionalism, Integrity and good governance.

- ✓ Suppliers shall comply with the local law and regulations (including provisions on money laundering) and also with the relevant AmBank SCOC policies and procedures. Operate with the highest standards of integrity and professionalism during the performance of the contract.
- ✓ Suppliers shall implement non-corrupt practices in their business dealings, including prohibition of bribery, extortion, corruption, fraud, or offering anything of value and any inappropriate conduct to influence the decision making or award process .
- ✓ Suppliers shall at all times be professional, honest and shall be obligated to declare any family members connection in their business engagement with AmBank.
- ✓ Suppliers shall safeguard confidentiality of information and accurately disclose information regarding structure, documentation, financials, business activities and performance.

*“Doing the right thing when no one else is around and when no else is watching”*

## Governance & Compliance

All Suppliers shall comply with the local law and regulations and also with the relevant AmBank SCOC policies and procedures.

- ✓ Suppliers must not offer gifts in any form, meals, entertainment and other incentives to AmBank's staff in exchange of favours, to influence decision making or put the staff in a position of conflict. AmBank practices a No Gift Policy and suppliers are encouraged to seek clarification when in doubt.
- ✓ Suppliers are prohibited from any non-formal or social engagement with AmBank staff during any Request for Proposal or procurement tender process. Any such engagement will be seen as an attempt to influence the evaluation or decision making process.
- ✓ Suppliers shall adhere to the confidentiality of information, non-disclosure, plagiarism and protection of Intellectual Property rights
- ✓ Supplier shall use due skills and diligence to implement document security control. Preventive and precaution against data loss, destruction, damages alteration or disclosure.

## Procurement Sustainability

AmBank is proactive in reducing its environmental footprint, socially responsible and sustainable practices. This is an effort to buy greener, healthier, and more sustainable products from our suppliers. It is based on the simple concept that purchases has hidden human health, environmental, and social impacts and that it is possible to reduce adverse impacts by purchasing better products.

AmBank shall purchase products with improved sustainability footprints that also meet price, performance and quality requirements. Components of a Procurement Sustainability include:

- ✓ Environmental
- ✓ Social
- ✓ Economic
- ✓ Health and Safety
- ✓ Others

AmBank expects that all its suppliers , subcontractor and their employees (“representatives”) will share and embrace these values

AmBank expects its Supplier will support the development of sustainable technologies :

- Suppliers shall be encouraged to have a formal sustainable / environmental policy which includes a commitment to governance, compliance, legal, continuous measurement and improvements in environmental performance.
- The written policy shall address preventive, mitigation and controlling measures to reduce the environment and health impacts from operations including raw material usage, greenhouse gas emission, conserve energy, better management of water and waste, acquiring restricted / conflicted materials, air quality, biodiversity, unsustainable mined minerals produced at high environmental and social costs.
- Suppliers shall commit to comply and operate with waste disposal, air emission, discharges, toxic substances, hazardous waste disposal according to the local law as well as the international recognized standards. Actively manage and take precaution of the environmental impact on operations and take due care to minimize the negative impact throughout the products or services life cycle.

Here are some key impacts a supplier may have on the social sustainability include but not limited to :

- Adhere and respect human rights and minimum wages regulations.
- Supplier shall prohibit the use of all types of slavery, forced or compulsory labour, human trafficking and child labour . All workers be it local or otherwise shall have the rights and ability to leave employment at free will.
- Suppliers shall not discriminate against any religion, race, group, ethnic origins, social, gender disability , national, marital status, political tendency, sexual orientation.
- Compliant to socially adequate working conditions and safety in accordance with law and regulations. Suppliers shall ensure they have a written safety policy in place which complies with industry, national and international standards.
- Supplier shall support and exhibit equal opportunity, treatment, fair-trade and ethical sourcing practices in accordance to the law and regulations.

Economic sustainable focuses upon bringing economic benefit to the investors, shareholders, employees and communities. Commercial transactions should be economically beneficial to all parties involved.

Relationships should be based on the principle of affair honest dealings, whilst promoting fair and sustainable development :

- Suppliers shall ensure that these economic sustainable principles are embedded into the Code of Business.
- This code of conduct shall adhere to the relevant local law and regulations.



It is essential for suppliers to provide a safe environment to work in as well as to advocate good health for employees which is in line with applicable law and international standards.

- Suppliers shall ensure there are study and analysis done to identify and mitigate potential hazards. Necessary action and plans to be in place to prevent incidents, occupational diseases and foreseeable emergency situations.
- Suppliers shall establish and implement training programs to educate on health and safety matters. This may include the provision of safe operating procedures, installation and maintenance manuals as well as frequent emergency evacuation exercise.
- Suppliers shall provide basic health program and benefits to its employees.
- Suppliers must comply to the local health and safety law, guidelines and practices.

- AmBank practices Green Procurement and expects its suppliers to comply to the Supplier Code of Conduct to include but not limited to Green Procurement.
- Supplier shall comply to purchasing products and services that cause minimal adverse environmental impacts.
- It incorporates human health and environmental concerns into the search for high quality products and services at competitive prices.
- Suppliers are encouraged to avoid purchasing and or supplying single-use disposable items, and purchase and or supply products:
  - ❑ *are made from recycled materials and that can be reused or recycled (including biodegradable products) which emit minimal or no toxic substances*
  - ❑ *utilizing clean technology and/or clean fuels which result in reduced energy and water consumption*
  - ❑ *decrease greenhouse gas emissions*

# Others - General Procurement

Ordering	Promote electronic ordering through system/email practices that eliminate or reduce the need for paper during interaction with suppliers
Use/Buy	Use/buy products/solutions that support environmentally sustainable practices, for example low-energy light bulbs that address energy consumption, noise level, waste managements (delivery, recycle, disposal). Buy products and services that foster innovation.
Packaging and shipping	Promote the use of recyclable packaging materials, and eliminate use of plastics and other non-recyclable materials in packing and shipping.
Disposal	Identify sustainably responsible solutions for product disposal after its useful life that can be recycled and environmentally friendly
Logistics	Encourage using flights that produce minimum carbon emission Limit driving and reduce overall carbon footprint in delivery of products and services.
	Promote use of hybrid and alternative fuel vehicles for delivery.
Recyclability and reuse	Promote the use of recycled materials in procurement.
	Prefer products that can be recycled, reused, or repaired.

# Others - General Procurement

Capturing outcomes	Work with suppliers to get consistent reporting on sustainability outcomes. Build specific reporting requirements to show that the products are supported by third-party certification.
Social impact	Buy products and services that support social goals and objectives, such as improved communities, inclusiveness, equality, fair labor standards, diversity, regeneration, and integration.
Economic impacts	Buy products and services that foster global fair trade and ethical practices.
Toxicity	Use/buy safer, less/no toxic products.
Innovation	Buy products and services that foster innovation.
Service delivery	Promote sustainable practices in the delivery of services, for example use of environmentally sustainable products in janitorial services.
Lifecycle cost	Buy products and services based on full lifecycle costs including sustainable and environmental impacts.
Certifications	Include requirements for independent third-party certification standards for the product. Include requirements for supplier sustainability program and environmental practices related to their products and services.

# Anti-Bribery & Corrupt Practices (ABCP) Policy



## Business Associate Declaration

This Declaration is made to AmBank Group pursuant to the .....Agreement Name and date..... (the 'Agreement') signed between ..... (Company No.: ..... ) (the 'Company') and AmBank (M) Berhad [Registration No. 196901000166 (8515-D)/ AmBank Islamic Berhad [Registration No. 199401009897(295576-U)]/ AmInvestment Bank Berhad [Registration No. 197501002220(0023742-V)] **(delete based on applicability)**.

I, ..... (NRIC No. ....), as the authorized representative of the Company hereby confirm and declare the following:-

1. The Company and its employees have read and fully understood the provisions of the AmBank Group Anti-Bribery and Corrupt Practices Policy (the 'ABCP Policy') and hereby agrees that the ABCP Policy:-
  - (a) will form an integral part of the Agreement and therefore shall be legally binding on the Company and its employees; and
  - (b) may be amended by the AmBank Group from time to time as may be notified to the Company by the AmBank Group and such amendments shall be deemed to become effective as at the date stated in the notification.

# Anti-Bribery & Corrupt Practices (ABCP) Policy



2. In line with the terms and requirements of the Agreement and the ABCP Policy, the Company and its employees shall and at all times, will:-

- (a) fully comply with all applicable laws, regulations, guidelines, codes and sanctions relating to anti-bribery and anti-corruption;
- (b) fully comply and adhere to the requirements and provisions in the ABCP Policy and other applicable AmBank Group policies and internal procedures during the duration of the Agreement;
- (c) exercise reasonable care and due diligence to avoid any situations of potential and/ or actual conflict of interests;
- (d) promptly notify the AmBank Group in writing of a situation of actual and/ or potential conflict of interest;
- (e) not gain improper advantage or preferential treatment in its relationship with the AmBank Group's staff (including key management personnel) and board members;
- (f) inform the AmBank Group of the Company's relationship with AmBank Group's staff (including key management personnel) and board members, upon having knowledge of the existence of any relationship, which may or could influence the objectivity of the Company's business conduct with the AmBank Group;
- (g) make a declaration of non-corrupt practices in relation to specified payments made by AmBank Group to the Company for the delivery of goods or services; and
- (h) not misrepresent its capabilities and skills to gain procurement contract(s) from the AmBank Group or during its delivery of goods or services to the AmBank Group.

# Anti-Bribery & Corrupt Practices (ABCP) Policy

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The Company undertakes to promptly notify the AmBank Group of any breach and/ or alleged and/ or suspected breach of the Agreement or the ABCP Policy and will to the best of its abilities, cooperate with the AmBank Group in any investigation of such breach involving AmBank Group's staff or the Company's employees.

The Company hereby acknowledges and agrees that the AmBank Group shall reserve the right to suspend and/ or terminate the Agreement without prior notice and to further disqualify the Company from tendering for future contracts to the AmBank Group if the Company is or has been found to have violated any of the declarations stipulated herein or has breached any terms in the Agreement.

The Company hereby further acknowledges and agrees that the terms of the Agreement shall prevail when there are conflicts between the Agreement and this declaration for the purpose of interpretation, application and enforcement of the terms of the Agreement.

Please 'Click' the PDF file below to read and understand of the AmBank Group ABCP Policy.



AmBank Group  
Policy May 2020 (I

**THANK YOU**