

# **Code of Business Conduct**

Amber Courier Sdn Bhd is an organisation with sets of rules or standards regards to organisational values, beliefs, and ethics, as well as matters of legal compliance that govern the conduct of the organisation for its employees and employers and comprises the below 5 main conducts.

## Integrity

The company emphasises honesty, and obeying the law. Everyone and every business has to be dealt with in fairness and respect. And it means being accountable and taking responsibility for actions and consequences.

### Objectivity

All employees should have no self-interest, bias or conflict of interest to influence business decisions or judgements. Everyone is treated with respect, behaves with courtesy and treats all customers, colleagues and others with respect and dignity.

### Competence

The company emphasises ethically competent people who can distinguish between right and wrong and act accordingly.

## Confidentiality

All employees must maintain the confidentiality of business information, business flows, business partners and work entrusted to him or her by the Company or its customers, except when disclosure is authorized before the disclosure happens.

#### Professionalism

All employees must have professional ethics as principles that govern their behaviours. Professional ethics must be shown in action towards other people, environments and working behaviours.