

EXABYTES CODE OF CONDUCT

Exabytes Capital Group Sdn. Bhd. and all its affiliates globally (together “Exabytes”, “we”, “us” or “our”) pride ourselves with our light-hearted and casual working environment while maintaining transparency and openness in our day-to-day business. We encourage Exabytes employees, contractors and directors to exercise their creativity in coming out with unique ideas and carrying out practical implementation.

While maintaining Exabytes culture is important, we also strive to safeguard Exabytes’ reputation, integrity and professionalism through a set of guidelines during the course of your relation with Exabytes, called the Exabytes Code of Conduct (“CoC”).

I. Following the CoC

1. We expect all Exabytes directors, employee employed by Exabytes globally and Exabytes’ contractor during his or her employment or its engagement with Exabytes to:
 - (a) follow the CoC, especially while reporting to work with Exabytes (whether in Exabytes offices or data centre) and representing Exabytes at work-related functions and events (whether offline or online).
 - (b) co-operate in any investigation on CoC violation e.g. not to conceal or destroy relevant information and document.
2. The CoC sets out Exabytes minimum compliance standards. However, where local law, regulations or local internal policies require more stringent controls, then such more stringent controls must be followed. It is the local country manager’s responsibility to identify and apply more stringent local requirements and controls.
3. Managers, team leaders and supervisors are the role models to team members in compliance of CoC, guidance, policies and standard operating procedures issued by Exabytes. They are in-charge of reminding team members about the importance of compliance with CoC, guidance, policies and standard operating procedures.
4. If you fail to follow the CoC, Exabytes may take disciplinary actions against you after investigation including (but not limited to) termination of employment or engagement or referring the matter to appropriate authorities such as the police or Malaysia Anti-Corruption Commission (MACC).

II. Serving Exabytes Customers

1. We will serve our customers until they are 100% satisfied. Therefore, you must:
 - (a) present 100% accurate information to our customer and reseller.
 - (b) respond to and resolve customer’s and reseller’s issues and concerns in a timely and professional manner.
 - (c) treat all customer and reseller with fairness and honesty.
 - (d) respect customer and reseller privacy by complying with our Privacy Policies published on our websites as well as security and confidentiality policies.

III. General Practices

A. Respect Others

1. You must:
 - (a) respect and promote human rights (e.g. privacy of your colleagues and freedom of expression)
 - (b) treat colleagues, business partners and suppliers with fairness and respect.
 - (c) not discriminate or harass any person or company on the basis of race, religion, nationality or sexual orientation.
 - (d) not to defame any person or company.
 - (e) not physically assault anyone for any reasons.
 - (f) not use abusive language.
 - (g) respect confidentiality of business activities in Exabytes.
2. You are encouraged to talk respectfully and professionally to the person who makes you feel disrespected, discriminated or harassed.
3. Exabytes is against labour abuses and human trafficking.

B. Safe and Productive Workplace

1. Exabytes incorporates safe and health practices into our day-to-days operations.

2. You are expected to resolve conflict respectfully and legally, without taking any act or threat of violence or use of weapons.
3. You must also avoid blackmailing or extorting.

C. Alcohol, Drug and Smoking

1. You will exercise your judgement in alcoholic beverages consumption while attending events and functions outside of Exabytes offices and data centre.
2. However, you must not do the following in Exabytes office and data centre:
 - (a) drink or under the influence of alcoholic beverages.
 - (b) attempt to sell or sell any illegal drugs to anyone.
 - (c) smoke.
3. You must not own, under the influence or consume illegal drugs that are not medical practitioner's prescription during and after working hours, whether you work from office or home or attend any work-related events.

D. Gambling

1. Do not do any of the following activities in Exabytes office and data centre or while reporting to work – online or offline gambling or betting that involves making monetary deposits.

E. Your Attendance, Work and Punctuality

1. You must start and attend work, appointment, meeting and training session on time, whether it is held onsite or offsite.
2. You are expected to commit yourself to work during working hours.
3. If you are unable to start work on time, you must immediately inform your supervisor or manager on the same day or the earliest opportunity.

F. Taking Care of Your Appearance and Conduct

1. While Exabytes values your individuality in work dressing, we expect you to dress neatly, not-too-sexy, dignified and suitably.
2. Your manager or supervisor will provide guidance on appropriate dressing and grooming for work and when you represent Exabytes in official functions.
3. You must also:
 - (a) behave professionally and respectfully in accordance with accepted standards of behavior in your respective home country.
 - (b) not speak to media, third party or on social media on behalf of Exabytes, unless authorised by CEO, HR or Marketing Department.

G. Your Commitment

1. We need you to:
 - (a) faithfully and diligently perform your work and responsibilities as reasonably assigned by Exabytes to you.
 - (b) exercise reasonable care to prevent damage or loss to Exabytes.
 - (c) spend Exabytes funds wisely.

IV. Other Serious Things that Matter to Exabytes

A. Avoid Conflict of Interest & Fraud

1. You must promote and advance the interests of Exabytes at all time.
2. You must avoid situation where your private benefit for yourself/ your family members/ your friend or a business which you/ your closed one has significant interest in (or appears to be so) interferes with/ at the expense of Exabytes/ customer's interest because of:
 - (a) your position or relationship with Exabytes.
 - (b) Exabytes' relationship with a third party.
 - (c) use of Exabytes' information and resources/ property.The above situation is termed as "conflict of interest".

3. You must not intentionally act or omit to act in order to secure unfair or unlawful gain.
4. Where a conflict of interest situation is unavoidable, you must disclose it to and seek your manager's guidance.
5. You must not:
 - (a) accept any employment or advisory position or board seats with Exabytes' current or future customer, supplier, competitor or business partner, with or without monetary compensation.
 - (b) perform any task, assignment or job that is not part of your job assigned by Exabytes during your workday, with or without monetary compensation.
 - (c) perform any task or assignment for a competitor on your workday or off day, with or without monetary compensation.
 - (d) promote, introduce or market a business of your own, your family member's/ your friend's or a business which you/ your closed one has significant interest during or after office hour to Exabytes' director, employee, customer, existing or potential supplier, business partner and shareholders.
 - (e) conduct direct selling of any products and services that are not offered for selling by Exabytes, multi-level-marketing, fast earning scheme activities during or after office hour to Exabytes' director, employee, customer, existing or potential supplier, business partner and shareholders.
 - (f) use access, internal information or system in a way that improperly benefits anyone you know so that anyone has unfair advantage over any other customer, supplier or business partner of Exabytes.
 - (g) take (for yourself or any third party) business opportunities discovered through the use of Exabytes resources/ information derived from your position with Exabytes that would otherwise be business opportunities of Exabytes.
 - (h) publish any book or article or develop any products or services using confidential information of Exabytes that has come to your knowledge during your employment or engagement with Exabytes.
6. You must also get CEO's written approval before:
 - (a) participating in or be affiliated to any political bodies, clubs, societies or organizations (the nature of which is directly related to your role in Exabytes or your participation of which allows you to come into frequent contact with Exabytes competitor, supplier and business partner that you are aware of) in your personal capacity during your free time.
 - (b) entering into business relationship on behalf of Exabytes with a business owned by yourself, your family member or your friend or any company or firm in which you, your family member or friend is financially interested directly or indirectly (typically holding more than 15% of voting shares).
 - (c) owning any financial interest in a business or company which is in any business similar to Exabytes or in competition with Exabytes.
 - (d) pursuing outside interest which is in direct conflict with your role in Exabytes' business.
 - (e) granting preferential rate to customer and reseller.

B. Keeping Records

1. You must keep honest and accurate record of books, business and operation information in reasonable detail that sufficiently explain transactions and amounts. The records include business expense, working hours, assets, contracting rate of service provided to customer or business partner or procured from supplier and Exabytes property.
2. You must not:
 - (a) produce false or misleading record of documentation (including claims, financial reports and fictitious entries).
 - (b) purposely fail to record or disclose significant information in order to cover losses or earning shortfall.
 - (c) keep 2 sets of books.

C. Working with Supplier

1. Exabytes purchases supplies and services based on need, quality/ reputation, price, terms and conditions and track record. We will select suppliers through a competitive bid process where possible.

D. Following Laws, Regulations and Exabytes Policies etc.

1. You must follow all laws and regulations applicable to Exabytes business in carrying out your duty (including accounting regulations) as well as policies, guidance and standard operating procedures issued by Exabytes.
2. You are expected to know basic legal issue and seek advice where needed as your conduct in violation of law and regulation may cause Exabytes to be subjected to civil liability or criminal offence that would cause damage to Exabytes' reputation, property or general interest.
3. If you are authorised to deal with authorities, you will respond promptly to authorities enquiries and information request.

Anti-Corruption Law

3. You must not offer to or receive bribe from anyone for any reasons, especially to influence his or her conduct in relation to Exabytes' business affairs. A "bribe" includes hospitality, gift, favour and other advantage as an inducement for something in return.
4. You must report signs that a colleague, customer, reseller, business partner or supplier engaging in corrupt or unethical behaviour to Exabytes.
5. You may refer to Exabytes Anti-Bribery and Anti-Corruption Policy for more details.

Anti-Competition Law

6. You must not agree with competitors (whether in writing or not) about:
 - (a) selling prices of products and services, discounts, marketing plan or other trading conditions.
 - (b) sharing market or supply sources.
 - (c) limiting or controlling production, market outlet or access, technical or technological development, or investment.
 - (d) bid rigging i.e. taking turns to win tender contracts (e.g. submit bids that are intended not to be successful, or agreeing that one of the parties will submit bid for contract).
 - (e) boycotting suppliers or customers.
 - (f) dictating prices charged by our reseller or business partners.

V. Our CoC, Our Responsibilities

A. Raising a Question about the CoC

1. You may seek guidance on CoC from your supervisor, manager or the human resource ("HR") team.
2. You may report a suspected violation of CoC, policies and standard operating procedures issued by Exabytes and law by sending an email to the following person:
 - (a) the Senior Office Manager of Exabytes at kychan@exabytes.com.
 - (b) the CEO and Legal function at whistleblowing@exabytes.com.
3. You may lodge a complaint on potential conflict of interest, fraud, bribery or corruption by sending an email to the following person:
 - (a) relating to CEO or Exabytes senior management to Mr. Aliff, who is the chairman of Exabytes board of directors, at aliff.omar@ekuinas.com.my.
 - (b) relating to Mr. Aliff to Ekuinas at whistleblowing@ekuinas.com.my.
4. The management or Ekuinas team will investigate (or appoint a third party to conduct independent investigation where necessary) and respond to concern raised by you within forty-five (45) days from the receipt of a report.
5. Confidentiality will be maintained to the fullest extent possible.

B. No Revenge

1. Exabytes does not tolerate retaliation against Exabytes director, employee or contractor who refuses to do something that is against CoC, policies, standard operating procedures, or the law, reports or participates in any investigation for a potential violation of CoC, policies, standard operating procedures or the law.
2. Anyone who retaliates against Exabytes director, employee or contractor/ whistleblower will be subject to disciplinary action.



C. Amendments

1. Exabytes may amend the CoC at any time and shall communicate the changes to all Exabytes director, employee and contractor accordingly. Our CEO may approve waiver of a specific condition in the CoC to any employee or contractor under reasonable grounds (such as where someone's safety or security is at risk) and consistent with the law and Limits of Authority and any such waiver shall be notified to EXCO.

[End of Exabytes Code of Conduct]