



SANG KEE EDIBLE OILS SDN. BHD. (29234-V)

Lot 3 Lebuah Sultan Hishamuddin Dua, Kaw 20, Kaw. Perusahaan Selat
Klang Utara, 42000 Pelabuhan Klang, Selangor, Malaysia.

Website : <http://www.sangkee.com.my>

Tel No. : 03-31765137, 31765139 & 31766433

Fax No. : 03-31761926

Date : 23 APR 2021

To Whom It May Concern

Dear Sir/Madam,

We wish to inform you that pursuant to the amendment to the Malaysian Anti-Corruption Commission Act 2009 – New Section 17A, our Company emphasizes the importance of good customer and supplier relationship for our mutual benefit. This relationship is most respected when both customers and suppliers clearly understand the policy which guides our personnel in their conduct on business gifts and entertainment.

Business Gift

It is our policy that employees are not to accept gifts from customers / suppliers who give with expectation for returns or obligations. We request with our customers / suppliers that gifts not be offered or sent to any of our employee. Nevertheless, problems do occasionally arise which warrant a periodic review of our position. While we appreciate the gesture of goodwill and gift-giving, please note that during festive occasion only, a gift item is permissible provided its value shall not exceed USD100.00 (or its equivalent) and address to the Company. Any item exceeding that value, the Company shall make arrangement for return or redirect to charity.

Entertainment

In the context of customer / supplier relationships that we wish to maintain, neither the offering nor the acceptance of entertainment (night clubs, bars, karaoke etc.) is appropriate. When business lunches /dinner are appropriate to business conduct, we will host our share of these meetings.

This letter is being sent to all our customers / suppliers as a reminder of our policies on business gifts and entertainment. Please share these guidelines within your organization and details are available at www.sangkee.com.my.

We appreciate your co-operation in these matters when dealing with any of our employees.

Thank you.

Yours faithfully,
For Sang Kee Edible Oils Sdn Bhd

.....
CHAN JIN MING
(Managing Director)





SANG KEE EDIBLE OILS SDN. BHD. (29234-V)

Lot 3 Lebuah Sultan Hishamuddin Dua, Kaw 20, Kaw. Perusahaan Selat Klang Utara, 42000 Pelabuhan Klang, Selangor, Malaysia.

Website : <http://www.sangkee.com.my>

Tel No. : 03-31765137, 31765139 & 31766433

Fax No. : 03-31761926

To	All Employees and Stakeholders
Subject	Anti-Bribery and Anti-Corruption Policy
Date	23 APR 2021

Definitions:

Bribery – There is no universal definition of bribery, but all definitions have in common that it involves someone in an appointed position acting voluntarily in breach of trust in exchange for a benefit. The benefit does not have to involve cash or a payment exchanging hands. It can take many forms such as lavish gifts, hospitality and expenses, access to assets or a favour made to a relative, friend or favoured cause.

Transparency International UK defines bribery as: “the offering, promising, giving, accepting, or soliciting of an advantage as an inducement for an action which is illegal, unethical or a breach of trust. Inducements can take the form of money, gifts, loans, fees, rewards, or other advantages (taxes, services).”

Bribery is not only offering a bribe but also on receiving and accepting a bribe.

Bribery is illegal and therefore all parties must not be engaged in any form of bribery.

What is not acceptable?

An employee, whether on or off duty, is not permitted to solicit or accept, directly or indirectly, from the public, competitors, suppliers, agents and customers, any commission, rebates, gifts, favours, gratuity. This restriction of receiving extends to spouse and dependents of the employee.

Festive Gifts - acceptable if it meets the following conditions; -

- a. For festive occasions only.
- b. Value should not exceed USD100.00 (or its equivalent).
- c. Items must be addressed to the Company.
- d. For items exceeding the prescribed value in (b), the Company shall make arrangement for the return of the gift or re-direct it to charity.

Entertainment – Night Clubs, Bars, Karaoke etc. are not allowed.

- When business lunch /dinner meeting is needed, we will host our share of these meetings.