



Supplier Code of Conduct – Loob Holding Sdn Bhd

1. INTRODUCTION

Loob Holding Sdn Bhd including its subsidiaries, associated, related, and affiliated companies (collectively referred to as the “Loob”) is committed to conducting business responsibly and ethically. We believe that long-term partnerships are built on trust, fairness, and shared values.

This Supplier Code of Conduct (“SCOC”) outlines the standards we expect our suppliers and business partners (“Suppliers”) to uphold as part of our shared commitment to ethical business, respect for people, and environmental stewardship.

2. PURPOSE

The purpose of this SCOC is to define the minimum standards of ethical conduct, labor rights, health and safety, and environmental responsibility expected of all Suppliers.

Loob recognises that suppliers vary in size, capability, and maturity. Therefore, we encourage all suppliers to work progressively toward meeting these standards, and we are committed to supporting their improvement journey.

3. OUR COMMITMENT

Loob aims to build long-term, responsible relationships with suppliers who share our values. We expect all Suppliers to act with integrity, fairness, and transparency. Where gaps are identified, Loob will work collaboratively with Suppliers to improve practices rather than penalise honest non-compliance.

3.1. Labor and Human Rights

Suppliers shall uphold the rights and dignity of all workers, as recognised under applicable laws and international standards. Employment shall be freely chosen, fairly rewarded, and conducted in a safe and respectful environment.

1. **Forced Labor:** Employment must be voluntary. Suppliers shall not use any form of forced, bonded, indentured, prison, or trafficked labor. Workers must retain control over their identity documents and have the freedom to leave employment upon reasonable notice.
2. **Child Labor:** Suppliers must ensure no child labor is practiced. The minimum age for employment shall be the higher of the local legal minimum age for employment or the age for completing mandatory education, but in no event shall it be less than 15 years old. This standard is aligned with the minimum age for work defined by the International Labour Organization (ILO).
3. **Wages and Benefits:** Suppliers must compensate employees with wages and benefits that meet or exceed the legally mandated minimums, including compensation for overtime



work as required by local laws. Pay stubs must be provided to workers to ensure transparent and accurate calculation of compensation.

4. **Working Hours:** Working hours, including overtime, shall not exceed the maximum limits set by local law. Employees shall be granted at least one day off per seven-day period. Overtime must be voluntary and compensated at the legally required premium rate.
5. **Non-Discrimination and Diversity:** Suppliers shall not discriminate in hiring, compensation, promotion, or termination on the basis of race, color, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, or marital status.
6. **Humane Treatment:** Suppliers shall not engage in or tolerate any form of physical, sexual, psychological, or verbal harassment, abuse, or corporal punishment.
7. **Work Contracts:** Suppliers must provide all employees with a written, understandable, and legally binding employment contract or letter specifying their rights, wages, and terms of employment.
8. **Freedom of Association:** Suppliers shall respect the right of employees to freedom of association, including the right to form and join trade unions and to bargain collectively, without fear of reprisal, harassment, or intimidation.

3.2. Health and Safety

Suppliers must provide a safe and healthy working environment. Loob encourages suppliers to establish health and safety systems appropriate to their scale of operations and in compliance with applicable laws.

1. **Safety Management:** Suppliers must have systems in place to identify, evaluate, and control worker exposure to potential hazards (e.g., chemical, electrical, fire, physical, biological).
2. **Emergency Preparedness:** Clear emergency plans, including evacuation procedures and proper fire suppression equipment, must be in place, maintained, and regularly tested. Workers must also have easy access to clean sanitary facilities and safe drinking water.
3. **Training:** Workers must be provided with adequate training on health and safety procedures in a language they can understand.
4. **Dormitories and Welfare:** Any accommodation provided by the Supplier must be safe, clean, and adequately maintained. It should provide sufficient living space, proper ventilation, lighting, and access to clean water and sanitation facilities. Dormitories must comply with relevant local laws and regulations, such as Employees' Minimum Standards of Housing, Accommodations and Amenities Act 1990 (Act 446), where applicable.



3.3. Environmental Responsibility

Loob expects Suppliers to operate in an environmentally responsible manner and to comply with all applicable environmental laws and regulations. We encourage all Suppliers to continuously improve their environmental performance appropriate to their scale and operations.

Suppliers shall:

1. **Legal Compliance:** Obtain, maintain, and comply with all required environmental permits, licenses, and documentation.
2. **Environmental Management:** Establish procedures to identify, monitor, and manage their significant environmental impacts, such as waste generation, emissions, and resource use. Formal certifications (e.g., ISO 14001) are encouraged but not mandatory.
3. **Waste and Chemical Handling:** Manage, store, and dispose of waste and hazardous materials safely, in accordance with applicable laws, and strive to reduce overall waste generation.
4. **Resource Efficiency:** Conserve natural resources by using water, energy, and materials efficiently and by seeking opportunities to reuse, recycle, or recover resources.
5. **Climate and Sustainable Practices:** Work progressively toward reducing greenhouse gas emissions and consider the use of renewable energy or sustainable materials where feasible.

3.4. Ethics and Business Integrity

Loob upholds a zero-tolerance approach toward bribery, corruption, and unethical behavior. We expect our Suppliers to do the same. Suppliers must conduct business fairly, transparently, and in compliance with all applicable laws. Confidentiality, data protection, and responsible sourcing should be integral to supplier operations.

1. **Anti-Corruption and Anti-Bribery:** Loob has a zero-tolerance policy for all forms of bribery, corruption, extortion, and embezzlement. Suppliers shall not offer or accept bribes or other means of obtaining an improper advantage.
2. **Fair Business Practices:** Suppliers must comply with all applicable laws regarding fair trade, anti-trust, and competition. All advertising, sales, and labeling practices must be truthful and accurate.
3. **Confidentiality and Data Protection:** Suppliers must protect the Loob's confidential information, proprietary data, and intellectual property. Suppliers must comply with all applicable data protection and privacy laws concerning the personal information of employees, customers, and partners.
4. **Responsible Sourcing:** Suppliers must have policies in place to reasonably assure that the raw materials in their products do not directly or indirectly finance or benefit armed groups or contribute to human rights abuses.



3.5. Management Systems and Compliance

Suppliers must establish and maintain appropriate management systems to ensure compliance with this SCOC.

1. **Documentation:** Suppliers must maintain documentation necessary to demonstrate compliance with all requirements of this SCOC.
2. **Monitoring and Auditing:** Loob may, where necessary and with reasonable notice, engage with Suppliers through assessments, discussions, or on-site visits to verify compliance or support improvement. All findings will be treated confidentially and used to strengthen responsible business practices.
3. **Corrective Action:** Suppliers must promptly take corrective action to address any deficiency or non-compliance identified by Loob or a third-party auditor.
4. **Reporting Violations (Whistleblower):** Suppliers must provide a channel for their own employees to raise concerns without fear of retaliation. They must also notify Loob's Legal department immediately if they become aware of any violation of this SCOC.

4. CONTACT FOR REPORTING OR QUESTIONS:

Suppliers and their employees are encouraged to raise any concerns about unethical or illegal practices in good faith. Loob guarantees confidentiality and protection against retaliation for all good-faith reports.

- **By Mail:** Strictly Confidential
Loob Berhad No. 14 (Block C),
Jalan Teknologi, Taman Sains Selangor 1,
Kota Damansara, 47810 Petaling Jaya,
Selangor

Attention: The Chairperson/CEO/ED
- **By Email:** whistleblowing@loob.com.my



5. ACKNOWLEDGMENT

We acknowledge that this SCOC represents Loob's expectations and commit to work progressively toward meeting these standards. Where challenges arise, we agree to engage transparently with Loob to identify improvement measures.

The Supplier further agrees to the following:

- We agree to provide relevant documentation supporting our compliance with this SCOC upon request by the Loob.
- We agree to authorize Loob or any party appointed by the Loob to conduct audits to verify compliance with this SCOC, with the understanding that the findings will be maintained confidentially between both parties.
- We fully understand that the Loob has the absolute right to add, amend, review, or delete any of the contents of this SCOC as and when necessary, and we agree to be liable to such additions, amendments, and revisions.

By signing below, the Supplier confirms that they have read, understood, and agree to comply with the above Supplier Code of Conduct.

Signature	Company Stamp
Name	Company Name
Designation	Date