



VENDOR'S CODE OF ETHICS GUIDELINE

What To Do?

All vendors and their representative shall conduct business transactions and activities with honesty, trustworthy, responsibility and integrity. In addition, all vendors and their representative shall:

1. Honestly and accurately record and report all business information;
2. Protect and be responsible for maintaining the physical and intellectual assets of Bank Islam Group, including property and equipment, when authorised by Bank Islam Group to use such assets;
3. Ensure that all records, communications and disclosures relating to Bank Islam Group are made fairly and timely when disclose to third party is required under the law as part of the job scope;
4. Protect any data that Bank Islam Group may share with them in carrying out their scope of work; and
5. Complete the Vendor's Integrity Pledge to Bank Islam Group which will be embedded in the contractual agreement.

What Are The Regulations?

All vendors and their representative shall apply and comply with all Bank Islam Group's regulations and the amendments from time to time during the course of their business activities. In addition, all vendors and their representative shall comply with the following:

1. The terms and conditions as set forth in the contractual agreement;
2. All the Malaysian regulations and laws including the Malaysian Anti-Corruption Act 2009;
3. The Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001;
4. Personal Data Protection Act 2010;
5. Islamic Financial Services Act 2013 – Provision on Banking Secrecy under Section 145 and 146; and
6. The environmental laws and regulations i.e. relating to hazardous materials, air emissions and all kinds of waste.

Why Do You Need To Follow?

1) Anti-Bribery and Corruption

All vendors and their representatives shall not, directly or indirectly, solicit, bargain, accept, give or promise to furnish any reward in terms of monetary, goods or services, to any Bank Islam Group's employee, family members and acquaintances in return for any decision, opinion, votes or other action affecting any decision on the acquisition of the vendor's services.

2) Preventing Conflict of Interest

All vendors and their representatives should disclose any relationship it has with Bank Islam Group's employees, shareholders or Board of Directors upfront to avoid conflict of interest in the procurement arrangements. The disclosure is required upon submission of business interest in Bank Islam Group by completing the Declaration of Interest by Vendor.