

Ethics & Integrity

VENDOR'S CODE OF ETHICS GUIDELINE

Bank Islam Malaysia Berhad

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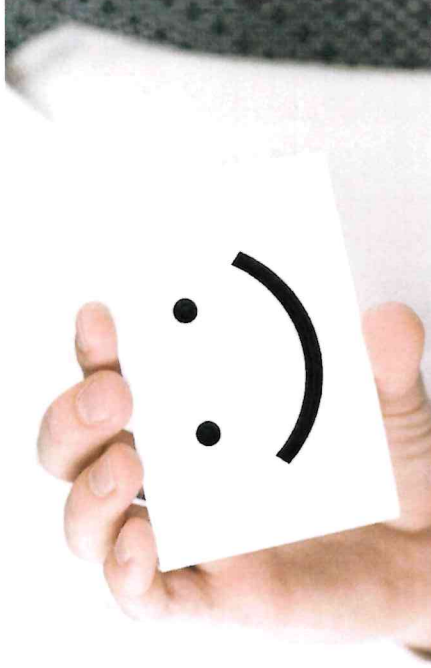
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Bank Islam expects all vendors to carry out business in accordance with the highest ethical standards, including compliance.

What To Do

All vendors and their representatives shall conduct business transactions and activities with honesty, trustworthy, responsibility and integrity. In addition, all vendors and their representatives 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, including property and equipment, when authorised by Bank Islam to use such assets;
- 3) Ensure that all records, communications and disclosures relating to Bank Islam 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 may share with them in carrying out their scope of work; and
- 5) Complete the Vendor's Integrity Pledge to Bank Islam Malaysia Berhad which will be embedded in the contractual agreement.

What Are The Regulations

All vendors and their representatives shall apply and comply with all Bank Islam's regulations and the amendments from time to time during the course of their business activities. In addition, all vendors and their representatives 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 You Need To Follow

Anti-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'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.



Preventing Conflict of Interest

All vendors and their representatives should disclose any relationship it has with Bank Islam'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 by completing the Declaration of Interest by Vendor.



VENDOR'S INTEGRITY PLEDGE TO BANK ISLAM MALAYSIA BERHAD

This Integrity Pledge is prepared by Bank Islam Malaysia Berhad for the onboarding of(Name of Company)(Company Reg. No:.....) (the "Company") as Bank Islam Malaysia Berhad's registered vendor.

1. I,.....(NRIC No:.....), acting as the authorised representative of the Company confirms that the Company and the personnel have read and fully understood the contents of Bank Islam's Vendor Code of Ethics (VCOE) and hereby acknowledge that:
 - (a) The VCOE will be part of an agreement to be executed by the Vendor and Bank Islam ("the Agreement") and therefore, is legally binding on the Company and/or its personnel; and
 - (b) The VCOE may be amended by Bank Islam at its discretion from time to time as may be notified to the Company by Bank Islam.
2. In line with the requirements of the Agreement and VCOE, the Company declares that the Company and its personnel shall:
 - (a) Fully comply with the VCOE before, during and after the duration of the Agreement;
 - (b) Exercise reasonable care and due diligence to avoid any situations of potential and/or actual conflict of interests;
 - (c) Promptly inform Bank Islam in writing of a situation of actual and/or potential conflict of interest;
 - (d) Not gain improper advantage or preferential treatment in the Company relationship with all Bank Islam's employees including board members;
 - (e) Inform Bank Islam of the Company's relationship with Bank Islam's employees including board members, upon having knowledge the existence of any relationship, which may influence the objectivity of the Company's business conduct with Bank Islam;
 - (f) Not misrepresent its capabilities in order to gain Bank Islam's procurement contract(s) or during its delivery of goods or services to Bank Islam; and

(g) Operate in a professional manner which reflects Bank Islam's professional image in the course of its dealings with Bank Islam and while in Bank Islam's premises.

3. The Company undertakes to inform Bank Islam promptly on any breach and/or alleged/suspected breach of the Agreement or VCOE and cooperate with Bank Islam in any investigation of such breach involving Bank Islam's employees including board members or the Company's personnel.
4. The Company acknowledges that Bank Islam has the right to suspend or terminate the Agreement and disqualify the Company from tendering for future contracts if the Company is found to have breached any requirements in the Agreement and the VCOE.
5. The Company further acknowledges that in the event of any conflict or discrepancy between the Agreement and this Integrity Pledge, such conflict or discrepancy shall be resolved by giving the provisions contained in the Agreement priority and precedence over the provisions contained in this Integrity Pledge.

Acknowledgement of acceptance to the Integrity Pledge by:

Signature of the Company's authorised signatory:	Company chop:
Name:	
Designation:	
NRIC No:	
Date:	
Signature of the Company's witness:	
Name:	
Designation:	
NRIC No:	
Date:	