

# ATA IMS BERHAD

## Anti Bribery and Corruption Policy

### Introduction

ATA IMS Berhad and its subsidiaries (collectively referred to as the “Group”) are committed to conduct all of its business in a legal, honest and ethical manner. Business is being conducted with full integrity and no corruption of all forms is allowed in the Group’s daily operations.

The Code of Ethics and Conduct of the Group approved by the Board sets out the core principles in relation to anti-bribery and corruption whereby the Group upholds highest standards of integrity in all business interactions and zero-tolerance towards conflict of interest to prohibit any and all forms of bribery, corruption, extortion and embezzlement (covering promising, offering, giving or accepting any bribes).

### Commitment

All business dealings should be transparently performed and accurately reflected on records. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws and best practices.

Therefore, policies and procedures as well as its enforcement on anti-corruption are implemented in compliance to the Main Market Listing Requirements of the Bursa Malaysia Securities Berhad and guided by the Guidelines on Adequate Procedures issued pursuant to Section 17A(5) of the Malaysian Anti-Corruption Commission Act 2009 (MACC). The Policy leverages on the principles set out in the Group’s Code of Ethics and Conduct.

### Objective

To take the reasonable and proportionate measures to ensure the business environment is free of corruption. These measures would be implemented in the form of policies and procedures, communication and enforcement to ensure they are effective at all times.

### Scope

The Policy is applicable to ATA IMS Berhad, its controlled subsidiaries, the Board of Directors, all employees of the Group and any/or any person(s) associated with the Group.

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### **Definition of Bribery & Corruption**

“Bribery & Corruption” is defined as any action which would be considered as an offence of giving or receiving “gratification” under the MACC. Such acts involve offering, giving, receiving or soliciting something of value in an attempt to illicitly influence the decisions or actions of a person who is in a position of trust within an organisation. Corruption of all kinds (i.e. anything of value, such as money, goods, services, privileges, employment position or preferential treatment) is prohibited.

“Gratification” is defined in the MACC to mean the below:

- a) money, donation, gift, loan, fee, reward, valuable security, property or interest in property being property of any description whether movable or immovable, financial benefit, or any other similar advantage;
- b) any office, dignity, employment, contract of employment or services, and agreement to give employment or render services in any capacity;
- c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- d) any valuable consideration of any kind, any discount, commission, rebate, bonus, deduction or percentage;
- e) any forbearance to demand any money or money’s worth or valuable thing;
- f) any other service or favour of any description, including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted, and including the exercise or the forbearance from the exercise of any right or any official power of duty; and
- g) any offer, undertaking or promise, whether conditional or unconditional, of any gratification within the meaning of any of the preceding paragraphs (a) to (f)

### **GUIDANCE ON COMMON FORMS OF CORRUPTION**

#### **1. Gifts**

The general principle set out in this Policy does not allow the directors and employees from receiving or giving gift to external parties if it is made with the intention of influencing the third party to obtain or retain business, or in exchange of favours.

Lavish or unreasonable gifts should not be accepted as it may be interpreted as attempts to receive favourable business treatment for personal benefits.

Any gift, other than the token value as stipulated in Code of Ethics and Conducts, will only be permitted in the following conditions, subject to approval by Top Management, that the gifts are:

- limited, customary and lawful
- not affect/influence any independent business judgement

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- not perceived to have any effect or favour on decision
- giving in an open and transparent manner

Examples of acceptable gifts and / or benefits are as follows:

- a) meals or refreshments for business purpose (i.e.: meeting, training, conference or other business events); and
- b) gifts given in gratitude at work-related conference, seminars or business events; Gifts from the Group to external institutions or individuals in relation to the company's official functions, events and celebrations (e.g. commemorative gifts or door gifts offered to all guests attending the event).

A documented standard operating procedure is established to manage the bribery and corruption risks in relation to provision and receipt of gifts by the Group, all employees of the Group and any/or any person(s) associated with the Group.

## **2. Entertainment and Corporate Hospitality**

All Officers, Employees and Business Associates acting for or on behalf of the Group are strictly prohibited from providing or offering to provide entertainment and corporate hospitality with a view to improperly cause undue influence on any party in exchange for some future benefits/results or result in conflict of interest.

However, the Group recognizes that providing modest entertainment and corporate hospitality is a legitimate way of business relationship as part of business networking and to foster good business relationship with Business Associates. Therefore, this Policy does not prohibit normal business hospitality, so long as it is reasonable, appropriate, modest and bona fide corporate hospitality.

A documented standard operating procedure is established to manage the bribery and corruption risks in relation to provision and receipt of entertainment and corporate hospitality by the Group, all employees of the Group and any/or any person(s) associated with the Group.

## **3. Travelling**

Only travelling for the sole purpose of the products and services provided by the Group and as approved by Top Management are allowed and shall be restricted to certain type of travelling as stipulated in the detailed framework.

On the other hand, only eligible Officers, Employees and Business Associates acting for or on behalf of the Group as approved by Top Management are allowed to receive travelling from third party, subject to the condition that such travelling is required for the purpose to perform his/her functions for the sole purpose to deliver the goods or services offered by the Group.

A documented standard operating procedure is established to manage the bribery and corruption risks in relation to provision and receipt of travelling by all employees of the Group and any/or any person(s) associated with the Group.

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### 4. Donations and sponsorship

The Policy allows any donations and sponsorship in the form of charity, whether in-kind of services, knowledge, time, facilities and cash or equivalent, with the condition it should be made directly to an official entity and be able to disclose publicly if require to do so. No donation or sponsorship can be offered or made without prior approval from top management.

A documented due diligence and standard operating procedure is established to manage the bribery and corruption risks in relation to donation and sponsorship by the Group, all employees of the Group and any/or any person(s) associated with the Group.

### 5. Facilitation Payments

Facilitation payments made to third party is strictly not allowed. The general principle shall be that, directors or employees shall not promise or offer any facilitation payment. However, in the event that the directors or employees have no alternative but to make facilitation payment in order to protect themselves from injury or liberty, they may make the payment, subject to such facilitation payment made under these circumstances should be reported immediately to respective heads of department and details of the payment are to be recorded properly.

### 6. Conflicts of Interest

Conflicts of interest arise in situations where there is personal interest that could have potential interference with objectivity in performing duties or exercising judgment on behalf of Company. All Officers, Employees and Business Associates acting for or on behalf of the Group must avoid situations in which personal interest could conflict with their professional obligations or duties and must not use their position and authorities, the Group's resources and assets, or information available to them for personal gain or for the benefit of person/s connected to such person (including their friends) or to the Group's disadvantage.

All Officers, Employees and Business Associates acting for or on behalf of the Group shall comply with the **Code of Ethics and Conduct** of the Group approved by the Board of Directors of the Company and subject to the **Related Party Policy** of the Group established by the Board.

### 7. Political Contribution

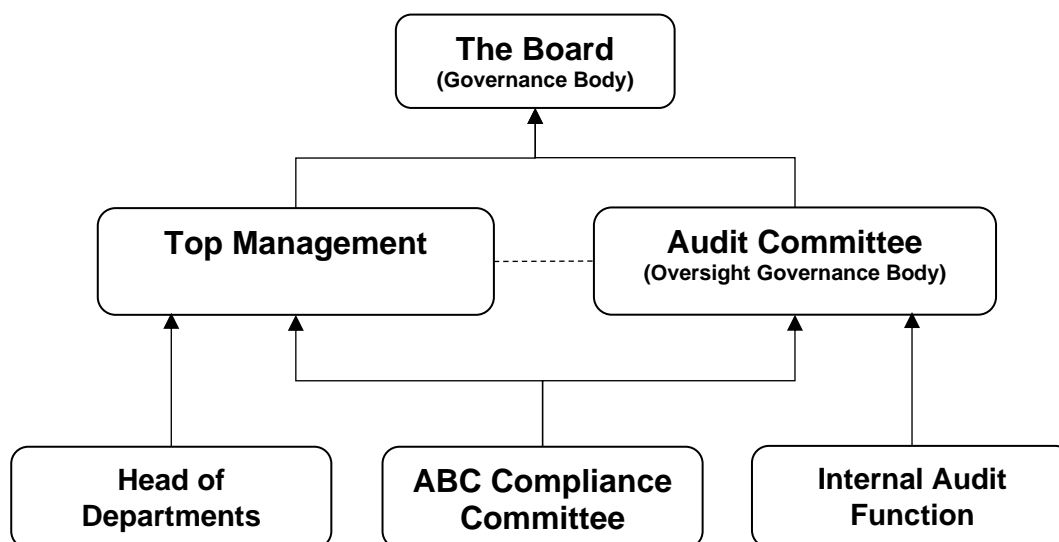
All political contribution to political parties or candidates require prior approval from the Executive Directors and subject to any prevailing law that govern this practice.

A documented due diligence and standard operating procedure is established to manage the bribery and corruption risks in relation to political donation by the Group, all employees of the Group and any/or any person(s) associated with the Group.

Detailed guidance on the common form of bribery and corruption are stipulated in the comprehensive approved Anti Bribery and Corruption Framework.

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### Governance Structure



Anti-Bribery and Corruption Compliance Committee (hereinafter “ABC Compliance Committee”) is established to be responsible for all anti-corruption compliance matters, including investigation, action, records and reported to Top Management and the Audit Committee as oversight governance body.

#### Risk Assessment

The Group is committed to conduct corruption risk assessment periodically and when there is a change in law or circumstances, to ensure appropriate processes and controls are always in place to mitigate specific corruptions risks.

The risk assessment for corruption will be incorporated into the Group’s annual risk register via its formal Risk Management Policy and subsequently compiled into a Risk Report to be reviewed by the Audit Committee and subsequently reported to the Board.

Besides this, a comprehensive bribery and corruption assessment will be conducted at lease every three years, which include the assessment on any opportunities for corruption and fraud activities resulted from weaknesses in internal system; and exposure of the Group to any high risk business activities or sectors. This assessment process would be performed by ABC Compliance Committee, with the assistance of the Sustainability and Risk Management Committee. A Bribery and Corruption Risk Report of the Group will be compiled and would be audited by an independent Internal Auditor. Audit Committee will review the Bribery and Corruption Risk Report together with internal audit.

The Board will review the Bribery and Corruption Risk Report compiled by the ABC Compliance Committee and reviewed by the Audit Committee and any additions and

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changes made to the Risk Registers annually (or on more frequent basis if circumstances require so) as reported by the Audit Committee after their review of Bribery and Corruption Risk Report presented by the ABC Compliance Committee to ensure acceptability of the residual risks.

The Board is ultimately responsible for the Group's ABC Management and approving the appropriate ABC policy.

### **Control Measures**

#### **i. Financial Controls**

The Group shall implement relevant financial controls that manage bribery and corruption risks and to manage its financial transactions properly and to record these transactions accurately, completely and in a timely manner.

Relevant financial controls are documented in the relevant standard operating procedures and work instructions maintained by the Group.

#### **ii. Non-Financial Controls**

The Group shall implement relevant non-financial controls that manage bribery and corruption risks and to manage with respect to such areas as procurement, operational, sales, commercial, human resources, legal and regulatory activities.

Relevant non-financial controls are documented in the relevant standard operating procedures and work instructions maintained by the Group.

#### **iii. Due Diligence**

Due diligence will be conducted on any relevant parties or personnel before entering into any official relationship with the Group. These include a search through relevant databases, background checks, document verification and self-declaration.

Due diligence shall also be carried out on any Business Associates that act on behalf of the Group, to ensure this entity is not likely to commit corruption.

Relevant due diligence process for Third Party are documented in the relevant standard operating procedures and work instructions maintained by the Group.

### **Reporting Channel**

If any employee believes reasonably and in good faith that corruption exist in the Group, the employee should report this immediately to the appropriate level of management or based on the staff grievance procedure for employees.



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### **Non-Compliance**

Any Officers, Employees and Business Associates found to be non-compliant with the policies, procedures and requirements of this Policy or non-compliant with relevant laws and regulations in relation to anti-bribery and corruption in any jurisdiction, shall be subject to the actions as determined appropriate, judging from the seriousness of the offence or non-compliance as determined by the relevant authorised personnel, i.e.: warning letter; suspension from work; penalty; demotion, dismissal or termination of contract, after due investigation and procedures.

### **Training and Awareness**

The Group will conduct awareness programmes and refresher events at predetermined intervals for all its employees regarding the Policy, identification and dealing with bribery and corruption, reporting channel and consequences of non-compliance.

Adequate communication, in the form of email, correspondence, posters, briefings, with all employees and business associates will be maintained to ensure all employees and business associates are reminded on the importance of anti-bribery and corruption and their compliance.

### **Records Keeping**

ABC Compliance Committee and all relevant divisions/departments must retain for at least three (3) years from the end of the financial year of the transactions, all policies and procedures, records, databases, work documents, other documents and transactions to enable the Group to comply with any requests from the relevant authorities and the ABC Policy.

### **Policy Review and Approval**

This Policy is reviewed by the Audit Committee and recommended to the Board of Directors for approval on 28 May 2020. This policy was further updated and approved by the Board of Directors on 18 July 2023.