



# United Malacca Berhad

Reg.No:191001000010 (1319-V)

## SUPPLIER CODE OF CONDUCT (SCOC)

### INTRODUCTION

UMB Supplier Code of Conduct provides a set of requirements to support UMB's commitment to ensuring its products are produced in a sustainable manner.

UMB expects all its suppliers to respect and adopt the principles of this SCOC within their operations and supply chains.

### SCOPE

This SCOC applies to all suppliers (any entity that sells goods or provides services) to all the palm oil related operations of UMB, its subsidiaries, joint ventures and companies where UMB has management control.

### PRINCIPLES

#### 1. Regulations and Compliance

- 1.1 Complying with all applicable local, state, national and international laws.
- 1.2 Conform with Malaysian Sustainable Palm Oil (MSPO) requirements.
- 1.3 Meeting the quality and standards required by UMB.
- 1.4 Provide traceability of the material, wherever possible, when requested.

#### 2. Environmental and Biodiversity Management

- 2.1 No new development in areas classified as:
  - High Conservation Value (HCV)
  - Peat lands regardless of depth
- 2.2 Commit to zero-burning for land preparation.
- 2.3 Minimise the use of pesticides and hazardous chemicals.

#### 3. Human Rights and Rights of Local Communities

- 3.1 There shall be no discrimination based on race, nationality, religion, gender, physical ability, age, union membership or political affiliation.
- 3.2 Upholding rights and respect for all levels of employees, including contract, temporary and migrant workers.
- 3.3 Prohibit all forms of illegal, forced, bonded or child labour.
- 3.4 Ensure there are no restrictions on the workers' freedom of movement.
- 3.5 Respect the workers' freedom to join trade unions of their choice and bargain collectively.
- 3.6 Wages and all pertaining statutory payments are made in accordance with the country's national legislation.
- 3.7 All employment contracts are documented.

- 3.8 Prohibit withholding of workers' wages, passports or identity documents, unless provided for by law.
- 3.9 Provide a safe and healthy working environment, free of violence and sexual harassment.
- 3.10 Respect and recognises the rights of indigenous and local communities' formal and customary rights to lands, to give or withhold their Free, Prior and Informed Consent (FPIC) in all negotiations prior to commencing any new operations.

#### **4. Business Integrity**

- 4.1 Supplier shall commit to [UMB's Anti-Bribery Policy](#) which is meant for complying consistently with ethical values in its operations. This includes complying with all applicable laws and in particular Malaysian Anti-Corruption Commission Act 2009.
- 4.2 UMB suppliers, business associates or other associates must not offer or give a bribe, and must not request, or accept a bribe.
- 4.3 Supplier shall not to disclose, copy, clone, or modify any Confidential Information related to UMB and agrees not to use any such information without obtaining consent. Confidential Information refers to any data and/or information that is related to UMB, in any form, including, but not limited to, oral or written such as discoveries, processes, techniques, programs, knowledge bases, customer lists, potential customers, business partners, affiliated partners, leads, know-how, or any other services related to UMB. The Supplier shall return all the Confidential Information to UMB upon the completion or termination of work.

### **OBLIGATIONS**

#### **5. Transparency**

- 5.1 Supplier shall adhere to [UMB's Complaints and Grievances Procedure](#) which documents the process flow for management of grievances.
- 5.2 Suppliers shall cooperate with UMB to resolve any grievances raised against them.

#### **6. Verifications**

- 6.1 Suppliers shall maintain documents demonstrating compliance with the UMB's SCOC and must be made available to UMB upon request.
- 6.2 Supplier shall allow UMB or any other appointed auditor/ third party to conduct site audits or visit suppliers' facilities if necessary.

#### **7. Reporting Mechanism**

- 7.1 Suppliers shall promptly report any concerns, known and/or suspected fraud/ wrongdoing, or violation of the SCOC to UMB via the following reporting mechanisms:-
  - Email to [whistleblowing@unitedmalacca.com.my](mailto:whistleblowing@unitedmalacca.com.my)
  - Complete and submit the online [Whistleblowing Form](#)
  - Submit by post in a properly sealed envelope and marked "Strictly Confidential – To be opened by Addressee Only" and addressed to:-

Chief Executive Officer  
United Malacca Berhad  
6th Floor, No. 61,  
Jalan Melaka Raya 8,  
Taman Melaka Raya,  
75000 Melaka.

### **NON-COMPLIANCE / BREACH OF SCOC**

UMB would not tolerate any non-compliance or breach of the SCOC by its suppliers. UMB has the right to terminate any business agreement or commercial dealing with the supplier and file a legal action in court if the UMB's reputation has been tainted due to supplier non-compliance/breach of SCOC.

### **REVISION**

The SCOC will be reviewed periodically by UMB as and when required. Suppliers are responsible for referring to the latest version, which will be accessible on UMB's official website. The SCOC is available in two versions: English and Bahasa Malaysia. In the event of any discrepancies between the two versions, the English version shall prevail.

### **DECLARATION**

As a supplier to UMB, we, the undersigned, agree to comply with the SCOC.

Company Stamp	
Name of Supplier Representative	
Designation	
Signature	
Date	