

MEGA FIRST CORPORATION BERHAD
Employees' Code of Conduct and Discipline
(Extracted from Employees' Handbook)

1. All employees are expected to observe the code of conduct and discipline as listed but not limited to the following:
 - (a) Maintain an open, honest, harmonious and respectful relationship with your fellow colleagues and superiors.
 - (b) Accept the duties and responsibilities assigned to you by your superior and discharge the same conscientiously with your knowledge, skill and judgment to the best of your ability.
 - (c) Maintain the good habit of regular attendance and punctuality at work. Registering your attendance daily using the attendance tag provided or through manual recording is mandatory. It is important that you notify and/or seek approval from your superior for your absence at work as any absence without prior approval will be deemed as unauthorized absence. If the employee has been continuously absent from work for more than two (2) consecutive working days without prior approved leave or without informing or attempting to inform the Company, it shall be deemed as a breach of contract as per section 15(2) of the Employment Act and the employee will be subject to dismissal.
 - (d) Keep confidential all transactions, accounts, information, dealings, staff affairs, business affairs affecting the Company and its customers or any person that the Company may have dealings with, throughout your tenure of employment and thereafter.
 - (e) Shall have no other employment, not to take part directly or indirectly in the management or business activities of any companies, firms or any other activities whatsoever whether for gain or otherwise, without the prior written approval of the Company.
 - (f) Upkeep and maintain company's properties/assets, i.e. computer, laptop, hand phone, motor vehicle, etc. in good working condition at all times. In the event of any losses or damages due to abuse and/or negligence, you will be required to reimburse the Company. The Company also reserves its absolute right to withdraw the usage of the properties/assets at any time deems fit.
 - (g) Shall not conduct yourself in such a manner as can be construed as being dishonest, indiscipline or to lay yourself open to suspicion as follows:
 - Stealing, misappropriation, embezzlement, fraud or attempt to defraud.
 - Falsifying of records including omissions, concealment, alteration, misrepresentation of records.
 - Misuse of position or seniority for personal gain.
 - Theft of company assets or fellow employees' assets.
 - Misuse of Company's properties, assets and electronic resources.
 - Conviction of a criminal offence.
 - Conduct yourself in such a manner that can be construed as an act of insubordination.
 - Instigating discontent among employees against the Company.
 - Gambling on company premises.
 - Drunkenness, fighting, drug taking, in possession of drugs, display disorderly or indecent behavior in and around office premises.

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- Possession of a dangerous weapon on company premises threatening to cause physical harm or injury to any fellow colleague.
 - Sexual harassment in any form or manner.
 - Failure to observe safety and health rules and regulations.
 - Any acts or omissions which are deemed against the interest of the Company, law, regulations or public policies.
- (d) Observe and adhere to the Company's rules, procedures and policies or any other policies which are conveyed to employees from time to time.
2. The above list is not exhaustive and includes any other rules and conduct which may be introduced by the Company from time to time. Employees who are found to have intentionally defaulted against any of the code of conduct and discipline will be liable for disciplinary actions.
3. Disciplinary Actions
- (a) The Company will take disciplinary action against an employee who is found to have committed misconduct after due investigation. All disciplinary action taken will be proportional to the seriousness of misconduct.
- (b) The Company may at its discretion impose on an employee any one or a combination of the following disciplinary actions:
- (i) Verbal or written warnings;
 - (ii) Suspension of work with or without pay for a reasonable period;
 - (iii) Withholding or forfeiture of increment and/or bonus;
 - (iv) Transfer the employee to another post and /or location;
 - (v) Demote the employee; and
 - (vi) Termination or Summary dismissal.
- (c) Any disciplinary actions taken against an employee shall be communicated to the employee in writing.