



## **ASSOCIATED AIR-PAK INDUSTRIES SDN. BHD.**

Factory & Office: 9, Persiaran Rishah 9, Kawasan Perindustrian Silibin, 30100 Ipoh, Perak, Malaysia.  
Tel: 05-5262122, 5262131, 5262332, 5272184, 5272186 Fax: 05-5268422 (Admin), 5275476 (Mktg)  
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(SST NO : A10-1808-21016724)



# **ASSOCIATED AIR - PAK INDUSTRIES SDN BHD GROUP**

## **CODE OF CONDUCT AND ETHICS FOR DIRECTORS**



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## 1.0. Introduction

This Code of Conduct and Ethics for Directors ("Code") describes the standards of conduct and the ethical behaviour for Directors in the performance and exercise of their duties and responsibilities as Directors of the Company or when representing the Company.

Directors hold a position of trust with the public and other stakeholders as well as with each other, and with officers and employees of the Company. Appropriate standards of conduct and ethical behaviour are fundamental to the preservation of the Company's reputation and the success of its operations and to the exercise of their fiduciary duties and responsibilities as Directors of the Company.

Accordingly, this Code is established to reflect the Board's commitment to such standards.

## 2.0. Objectives

This Code of Conduct and Ethics is drawn and derived to provide the guiding principals to Directors to enhance the standards of corporate governance and corporate behaviour with the intention of achieving the following objectives:-

- a) To demonstrate standards of ethical behaviour for Directors based on trustworthiness and values that can be accepted, are held or upheld by any one person;
- b) To demonstrate skills in the implementation of duties and adaptability to the work environment;
- c) To instill good and noble values in performing duties so as to improve work quality and productivity;
- d) To uphold responsibility and social responsibility in line with the legislation, regulations and guidelines for administrating a Company; and
- e) To demonstrate public confidence and trust in the integrity, objectivity and impartiality of the Company.

## 3.0. Definition

In the context of this Code, a Company Director means anyone occupying the position of Director of a Company by whatever name called, including an alternate or substitute director or anyone in accordance with whose directions or instructions the Directors of a Company are accustomed to act. A Director also includes executive and non-executive Directors as well as an executive or non-executive Chairman.



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### **4.0. Code of Conduct and Ethics for Directors**

- a) To have a clear perception of the aims and purpose, capabilities and capacity of the Company;
- b) To commit time and effort to attend meetings and to know what is required of the Board and each of its Directors, and to discharge those functions;
- c) To ensure that the Company is managed properly and effectively controlled;
- d) To stay informed of the affairs of the Company and be kept informed of the Company's compliance with the relevant legislation and contractual requirements;
- e) To insist on being kept up to date on all matters of importance to the Company in order to be effective;
- f) To limit his directorship of companies to a number which he can best devote his time and attention; each Director is his own judge of his abilities and how best to manage his time effectively in the Companies in which he holds directorships;
- g) To have access to the advice and services of the Company Secretary, who is responsible to the Board to ensure procedures, rules and regulations are complied with;
- h) At all times to use his powers for the purposes they were conferred, for the benefit and best interest of the Company;
- i) To communicate immediately all contractual interests whether directly or indirectly with the Company;
- j) To not divert to his own advantage any business opportunity that the Company is pursuing, nor use confidential information obtained by reason of his office for his own advantage;
- k) At all times to act with utmost good faith towards the Company in any transaction and to act honestly and responsibly in the use of his powers in discharging his duties; and
- l) To be willing to exercise independent judgement and, if required, to state his opposition if the vital interest of the Company is in jeopardy.

### **5.0. Relationship with Shareholders, Employees, Creditors and Customers**

- a) Should be aware of the interest of shareholders, employees, creditors and customers of the company;
- b) Should at all times show professionalism and improve the competency of management and employees; and
- c) Should make sure adequate safety measures and provide proper protection to workers and employees at the workplace.



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## 6.0. Social Responsibilities and the Environment

- a) To adopt an objective and positive attitude and give the utmost cooperation for the common good when dealing with government authorities or regulatory bodies;
- b) To ensure the effective use of natural resources, and improve quality of life by promoting corporate social responsibilities;
- c) To ensure that the activities and the operations of the Company do not harm the interest and well-being of society.

## 7.0. Review of the Code

This Code shall be reviewed regularly to ensure that it continues to remain relevant and appropriate.

## DECLARATION BY DIRECTOR

I.....(Identity Kad No/Passport No.....)

Hereby confirm that I have read and understood the Code Of Conduct And Ethics and Agree to observe and adhere to the Code, as amended from time to time.

I shall conduct myself with complete professionalism, integrity and be true to the spirit of of the Code in the daily execution of my duties and assignments and as a Director of Associated Air-Pak Industries Sdn Bhd Group.

I acknowledge that failure to abide by the code will lead to the appropriate action being taken against me.

Signature.....

Date:.....