Code of Conduct and Ethics

The Group is guided by its Code of Conduct and Employee Handbook which is published on the intranet and communicated to the employees, and its core values, encapsulated in BUILD, which stands for Business with Grace, Unity, Integrity, Love and Diligence. The Group seeks to build and maintain a strong ethical organisational culture through its core values, which are integral to our operating model of doing good busine ss and to do good in business.

The Code of Conduct outlines the standards of ethics and behaviour in the way our employees are to conduct themselves in relationships with customers, suppliers, business partners and colleagues. It addresses a spectrum of practices and conduct at the workplace including confidentiality, conflict of interest, the offering and receipt of gifts, business entertainment, business dealings, intellectual property, workplace conduct, workplace health and safety, discipline, grievance handling, whistle-blowing and social media.

Processes and policies related to the Code of Conduct are clearly explained with the inclusion of relevant forms to enable our employees to understand how they should conduct themselves. Proper controls are in place, including internal and external audits, and declarations of conflict of interest, to ensure adequate checks and balances and to detect and prevent any form of fraud, bribery, or dishonesty by employees or parties who represent the Group.

The Group believes in applying ethical and transparent business practices across the value chain to maintain business continuity and market reputation. This includes upholding customer privacy and conducting business fairly and ethically in the markets in which it operates.

The Group takes a zero-tolerance approach to bribery and corruption. It has a Whistle-blowing Policy and has a Competition Compliance Manual to guide employees on compliance with the Competition Act of Singapore and to maintain the highest level of ethics in the conduct of its business.

Far East Orchard Limited   **2022 Code of Conduct**

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