

Supplier Code of Conduct

Borneo Convention Centre Kuching (BCCK) is committed to the highest standards of ethical conduct, social and environmental responsibility. BCCK requires its suppliers to operate in accordance with the principles in this Supplier Code of Conduct (“Code”) and in full compliance with all applicable laws and regulations.

This Code outlines BCCK’s expectations for its suppliers conduct referencing to labour and human rights, health and safety, environmental protection, ethics and management practices. This Code applies to the supplier and their employees, contractors, agents and related entities (collectively, the “Supplier”) providing goods and/or services to BCCK.

1. Ethics - The Supplier shall always be ethical in every aspect of its business.

1.1 Business Integrity - The Supplier shall not engage in any and all forms of bribery, corruption, extortion and embezzlement. All business dealings should be transparently performed.

1.2 Disclosure of Information - The Supplier shall disclose as required by BCCK, information regarding its business activities, structure, financial situation and performance in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentations of conditions or practices in the supply chain are unacceptable.

1.3 Intellectual Property - The Supplier shall respect intellectual property rights and manage technology and knowhow in a manner that protects intellectual property rights.

1.4 No Improper Advantage - The Supplier shall not offer or accept bribes or other means of undue or improper advantage. The Supplier shall observe local custom with respect to gifts, although the value of such offers should never be considered material enough to influence business decisions or to violate applicable regulations.

1.5 Community Engagement - The Supplier is encouraged to help foster social and economic development and contribute to the sustainability of the communities in which it operates.

1.6 Food Safety - The Supplier shall provide BCCK with high quality products, ingredients and services that meet all applicable quality and food safety laws, standards and regulations. The Supplier must demonstrate that they have strong food-safety and quality management practices. The Supplier must immediately report to BCCK any concerns about food safety.

2. Labour and Human Rights - The Supplier shall uphold the human rights of its workers and treat them with utmost dignity and respect. This applies to all the Supplier’s workers (including but not limited to employees, and temporary, migrant, student and contract workers). Specifically, the Supplier agrees:-

(i) will not employ any worker younger than the local legal minimum age for employment.

(ii) will only employ persons whose presence is voluntary (i.e., no forced or involuntary labour, whether prison, bonded, indentured or otherwise, will be used, and no passport, driver’s license, identity card or other document without which a worker may not be legally free or able to leave the premises, will be confiscated or otherwise physically held by Supplier or any manufacturer; all workers must at all times be legally free and able to leave the premises of such factory/facility);



(iii) shall comply with laws and regulations governing minimum wages, maximum hours of work, price rates and other elements of compensation.

3. Health and Safety - The Supplier shall uphold a safe and healthy work environment. The Supplier shall comply with all applicable laws, regulations and rules governing employee occupational health and safety in the jurisdiction where they operate.

3.1 Industrial Hygiene - The Supplier shall take best measures to ensure that workers' exposure to chemical, biological and physical agents is to be identified, evaluated and controlled. Engineering or administrative controls must be used to control overexposures. When hazards cannot be adequately controlled by such means, worker health is to be protected by appropriate personal protective equipment.

4. Environment - The Supplier shall take best endeavours to adhere to environmental laws and practices including but not limited to waste disposal, pollution of all kinds, air emissions etc. The Supplier shall at all times be committed to be environmentally friendly in their business practices. The Supplier shall brief BCCK from time to time on initiatives taken to achieve these goals.

(Signature and company stamp)

Company:

Name:

Designation:

Date:

