



Document	MYS-POL-05
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Code of Conduct

Purpose

This code sets out how everyone at Myscrap is expected to behave. It applies alongside our other policies and the law, and where they differ, the stricter standard applies.

Scope

The code applies to all directors and employees of Myscrap. We require subcontractors, transporters and suppliers to meet the same standards when working with or for us.

Our commitments

1. **Act with integrity.** We are honest with clients, suppliers and each other. We do not misrepresent weights, grades, capabilities or facts.
2. **Comply with the law.** We follow Malaysian law and the rules of every site we work on.
3. **Avoid conflicts of interest.** Any personal, family or financial interest that could affect a business decision must be declared to the Managing Director before the decision is made.
4. **No bribery.** We do not offer or accept bribes, facilitation payments or improper gifts, as set out in MYS-POL-03.
5. **Fair labour.** Wages, working hours and conditions meet Malaysian employment law. Workers receive written terms they understand and are paid on time.
6. **No forced or child labour.** We do not use forced, bonded or child labour. We do not withhold identity documents or charge recruitment fees to workers, and we require the same of our subcontractors.
7. **Respect and fair treatment.** Harassment, discrimination and bullying are not tolerated. Everyone is treated with respect regardless of race, religion, gender, age, nationality or disability.
8. **Confidentiality.** Client information, site details, prices and volumes are used only for the job and are not shared without permission.
9. **Fair competition.** We compete on service and price. We do not agree prices, divide markets or rig bids with competitors, in line with the Competition Act 2010.
10. **Protect company assets.** Equipment, vehicles, funds and information are used for company business only.

Raising concerns

Anyone who sees or suspects a breach of this code should report it to the Managing Director, or in writing to info@myscrap.com. Reports marked "Confidential". Reports made in good faith are protected from retaliation. Breaches may lead to disciplinary action, up to dismissal or termination of contract.

Responsibilities

The Managing Director is accountable for the code and for making sure every employee receives it at induction. Supervisors lead by example and act on concerns raised with them. Every person covered by the code must follow it.

Review

This policy is reviewed by the Managing Director at least once a year, and sooner after any significant incident, a change in the law or a material change in how we operate. Revisions are issued with a new version number and issue date, and the previous version is withdrawn.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date