



VENDOR CODE OF CONDUCT

**Second Edition
January 2024**

INTRODUCTION

This Vendor Code of Conduct (“Code”) sets forth the principles and standards of conduct that PPSB expects Vendors to adhere in their provision of works, supplies, and services to PPSB.

It is the policy of PPSB to adopt procurement practices in a transparent and fair manner to support PPSB business objectives. Towards this end, PPSB strives to adopt procurement practices which supports fair competition, wide participation, and good governance in compliance with the relevant laws, regulations and terms and conditions which protects both PPSB and Vendors.

PPSB is committed in promoting and maintaining high standards of transparency, accountability, ethics, and integrity in its business dealings in line with its Integrity, Innovation, Teamwork, Excellence and Commitment ("INTEC") values and PPSB expects all Vendors to share this commitment.

This Code is not a contract. It does not confer rights on any Vendor, nor does it impose obligations on PPSB. In case of a conflict between this Code and the Vendor’s contract, the terms of the Vendor’s contract prevail.

COMPLIANCE

At PPSB, we expect all our Vendors to comply with this Code without fail. Vendors are also expected to co-operate, maintain business relationships based on respect and trust and adopt a non-adversarial approach in business dealings with PPSB. Violations of this Code by Vendors may result in relevant contractual or legal remedies under the law, termination of contract, sanctions and blacklisting by PPSB from participating in any future procurement activities under PPSB. Where appropriate, the directors of the Vendor may also be blacklisted.

PRINCIPLES OF THIS CODE

This Code is guided by following principles of conduct:

- **Safety and Health**
Vendors shall ensure a safe and healthy working environment for all their employees and others involved in or affected by their businesses and operations.
- **Integrity**
Vendors shall uphold highest standards of integrity in all business dealings with PPSB.
- **Accountability**
Procurement activities shall be conducted in a transparent manner.
- **Fairness**
Vendors shall not engage in procurement practices that are unfair. Integrity, honesty, and trust shall be observed at all times.
- **Zero tolerance towards corruption**
Vendors shall not engage in any form of corrupt practice in all business dealings with PPSB.
- **Disclosure of interest**
Vendors shall disclose any situation of potential conflicts of interest.
- **Confidentiality**
Vendors shall maintain and safeguard the confidentiality of any confidential information obtained in the course of business dealings with PPSB including compliance to the Personal Data Protection Act 2010 where applicable.
- **Anti-Competitive practices**
Vendors shall not collude or participate in any procurement activities that are anti-competitive or contravening the applicable laws of Malaysia.
- **Compliance to Laws**
Vendors shall ensure compliance with applicable laws of Malaysia governing their contractual obligations.

OBLIGATIONS OF VENDORS

Vendors must observe the following responsibilities:

- Comply with the principles of this Code.
- Respond to tender solicitations in a fair, honest and transparent manner, reflect their capability to meet the requirements stipulated in the tender documents.
- Prohibited from any form of corruption, tender-rigging, collusion, or any other form of anti-competitive activity in any tender exercise and during the performance of their works, services, or supplies.
- Prohibited to offer employees of PPSB any bribe, money, gifts, goods or services or any form of inducement or benefits or promise to give, in any manner, gratuity to employees of PPSB that may give rise to real or apparent influence on their fairness in executing their official duties.
- Ensure their relevant employees are being informed of this Code.
- Report any violations of this Code.
- Cooperate fully in any investigation or audit by PPSB in respect to compliance to this Code.

RAISING CONCERNS

The standards of conduct described in this Code are critical to the success of PPSB's business relationship with PPSB's Vendors. In the event the Vendors encounter questionable activities, PPSB encourages the Vendors to immediately bring them to PPSB attention at ppsbwbreport@mmc.com.my.

I certify that this is a true and correct statement by my signature below:

	Name	: _____
	Designation	: _____
Vendor Stamp & Signature	Date	: _____