



PERENNIAL HOLDINGS PRIVATE LIMITED

(Incorporated in the Republic of Singapore)
(Company Registration Number: 200210338M)

CODE OF ETHICS

Effective Date: 16 June 2021

Version No.2.0

It is imperative that the Company maintains the highest standards of ethics in all the businesses that we do. With this Code of Ethics, we are establishing the moral and ethical standard of behaviour that is expected of all Employees.

The Code sets out the principles to guide employees in carrying out their duties and responsibilities to the highest standards of personal and corporate integrity when dealing with Perennial, its business associates, customers, suppliers, other employees and the community. It is the responsibility of every employee to comply with the Code.

No code or policy can be all encompassing. Accordingly, each Employee must comply with both the letter and spirit of this Code as well as any applicable law or legislation.

Any employee who violates any part of this Code or any policy or procedure that underlies it may be subject to disciplinary action, up to and including termination of employment.

1. With respect to our customers, suppliers and other business associates:

- 1.1 We will treat them with respect as they play a vital role in growing our Company's business.
- 1.2 We will, in all business dealings, ensure that we give and receive fair value in the markets in which we serve.
- 1.3 We will not falsify any records such that individuals and / or companies may misrepresent to their employers or the authorities with regards to any transactions entered into by the Company.
- 1.4 We will look at each business associate as a potential long-term relationship for our Company and endeavour to earn their loyalty through quality service and experiences.
- 1.5 We will award business based upon best business practice i.e. quality and price and without favouritism.
- 1.6 We will not solicit gifts from any business associates, be it suppliers or customers under any circumstances.
- 1.7 We or any of our immediate family members or relatives, will not own, or have a vested interest in, or be a Director of, any supplier of goods or services to the Company, except by way of shares in a public listed company. Any such relationship that exists or may exist must have the expressed written approval of Chief Executive Officer.

2. With respect to our Employees:

- 2.1 We will respect them as individuals in the belief that all Employees want to do a good job and it is the responsibility of the Company, our management team and leaders to provide the environment, processes and motivation to enable them to fulfil their potential.
- 2.2 Honesty and candour will be practised as we counsel our Employees in their performance and job / career expectations.
- 2.3 We will conduct ourselves as an equal opportunity employer and will not discriminate on the basis of race, religion or gender.
- 2.4 We will comply with all the necessary laws and regulations and ensure a safe and healthy working environment.

3. With respect to the Company:

- 3.1 We will at all times be fair and honest, never taking unwarranted personal advantage of our authority and privileges.
- 3.2 We will recognize that as long as we are Employees of the Company, we owe the Company our best effort and a fair commitment of time, as well as the obligation of making all decisions in the best interests of the company.
- 3.3 Employees are encouraged to raise concerns about workplace malpractices in a responsible and confidential manner. The Company will treat such disclosures with confidentiality and sensitivity. Employees may inform the Head of Department, the HR department or the Chief Executive Officer.
- 3.4 We will respect the confidentiality and proprietorship of all information learned as a result of our employment and undertake not to share this information outside our Company during, or after employment with the Company.
- 3.5 We will manage our companies and our offices in accordance with the policies and procedures as established by the Company and seek approval for any deviation from them.
- 3.6 In the discharge of his duties, each Employee must abide by the laws of the country in which he operates.
- 3.7 An Employee shall at all times faithfully and diligently perform such duties and responsibilities as may from time to time be assigned to him by the Company.
- 3.8 An Employee shall faithfully observe all his Terms and Conditions of Service whether expressed or implied.
- 3.9 It is the Employee's responsibility to conduct himself at all times in a manner that does not damage or tarnish the good image and reputation of the Company.
- 3.10 Employees shall keep confidential even after the termination of their employment, all company information that they are privy to in the course of their work.
- 3.11 An Employee shall inform the Company if a member of the media approaches him and shall not make any statements, whether orally, in writing or in any other form regarding company policies or decisions, nor circulate any such statements.

4. With respect to the Community:

We are committed to fulfilling our social responsibility as a good corporate citizen and to proactively create opportunities and participate in activities that contribute to the communities that we operate in.

5. Change History

Version Number	Description of Changes Made	Policy Approval Date
1.0	Establishment of the Code of Ethics	15 February 2020
2.0	Update of Company Name to reflect Perennial Holdings Private Limited	16 June 2021