



JOVITECH SOLUTION SDN. BHD.

(Reg. No. 1170225-H)

No.69-3 Block F, Zenith Corporate Park, Jalan SS7/26 Kelana Jaya,
47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Telephone: 016-3546725 Email: joash@jovitech.com.my

Website: <http://www.jovitech.com.my>

Anti-Corruption Policy

1. Introduction:

At Jovitech Solution Sdn Bhd, we recognize that corruption poses a significant threat to our business integrity, reputation, and success. Corruption takes many forms, including bribery, kickbacks, extortion, and embezzlement. It undermines fair competition, distorts markets, and erodes public trust. Therefore, Jovitech Solution Sdn Bhd is committed to preventing and combating corruption in all its forms.

2. Scope:

This policy applies to all employees, contractors, consultants, suppliers, agents, and representatives of Jovitech Solution Sdn Bhd, regardless of their position or level within the organization. It also extends to any third parties acting on behalf of the company.

3. Prohibited Conduct:

a. Bribery and Corruption:

- Employees must not offer, promise, give, request, or accept bribes, kickbacks, or any other form of improper payment or inducement to or from any person or organization, whether in the public or private sector.
- This prohibition applies to interactions with government officials, customers, suppliers, business partners, and any other third parties.

b. Facilitation Payments:

- Facilitation payments, often referred to as "grease payments," are small payments made to expedite routine government actions or services.
- Jovitech Solution Sdn Bhd prohibits the making or receiving of facilitation payments in any situation.

c. Gifts, Hospitality, and Entertainment:

- While occasional business gifts, hospitality, and entertainment are permissible as long as they are modest, appropriate, and given or received in the ordinary course of business, they must not be used to improperly influence business decisions.
- Employees must exercise caution and discretion when giving or receiving gifts, hospitality, or entertainment to ensure compliance with this policy.

d. Conflicts of Interest:

- Employees must avoid situations where their personal interest's conflict with the interests of Jovitech Solution Sdn Bhd.





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- Any actual or potential conflicts of interest must be disclosed to the appropriate management or compliance officer for review and resolution.

e. Record Keeping and Transparency:

- Accurate, complete, and transparent records must be maintained for all transactions and dealings with third parties, including customers, suppliers, government officials, and business partners.

- Falsification or alteration of records is strictly prohibited.

4. Compliance Procedures:

a. Training and Awareness:

- Jovitech Solution Sdn Bhd will provide regular training and awareness programs to ensure that all employees understand their obligations under this policy and are equipped to identify and report potential instances of corruption.

- Training will cover relevant laws, regulations, company policies, and practical examples to illustrate expected behaviour.

b. Reporting Mechanisms:

- Employees are encouraged and expected to report any suspected violations of this policy through designated channels, such as their supervisor, human resources department, compliance officer, or the company's anonymous reporting hotline.

- Reports will be promptly and thoroughly investigated, and appropriate action will be taken in response to substantiated allegations.

c. Investigations and Remedial Action:

- All reported allegations of corruption will be investigated promptly, thoroughly, and impartially by the appropriate authorities within the company, such as the compliance team or internal audit department.

- Investigations will be conducted with due respect for the rights and confidentiality of all parties involved.

- If wrongdoing is confirmed, Jovitech Solution Sdn Bhd will take appropriate disciplinary action against responsible individuals, up to and including termination of employment or contract.

- In cases involving criminal conduct, Jovitech Solution Sdn Bhd will cooperate fully with law enforcement authorities and pursue legal remedies as necessary.





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5. Consequences of Non-Compliance:

Violation of this policy may result in disciplinary action, up to and including termination of employment or contract, regardless of the individual's position or seniority within the organization. In addition to internal consequences, individuals found to have engaged in corrupt behaviour may be subject to civil or criminal penalties under applicable laws.

6. Conclusion:

By adhering to this Anti-Corruption Policy, we reaffirm our commitment to conducting business with integrity, honesty, and transparency. Every employee, contractor, and business partner have a responsibility to uphold these principles and contribute to a culture of ethical conduct at Jovitech Solution Sdn Bhd. Together, we can build a stronger, more sustainable organization that earns the trust and respect of our stakeholders.

This detailed policy provides clear guidance on prohibited conduct, compliance procedures, and consequences of non-compliance, emphasizing the importance of integrity and ethical behaviour in all aspects of business operations.

