



Ethics Policy

It is the policy of Cincaria Sdn Bhd that its employees/trainees and board of Directors uphold the highest standards of ethical, professional behaviour. To that end, these employees/trainees and directors shall dedicate themselves to carrying out the mission of this organization and shall:

1. Hold paramount the safety, health and welfare of the public in the performance of professional duties.
2. Act in such a manner as to uphold and enhance personal and professional honour, integrity and the dignity of the profession.
3. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
4. Engage in carrying out Cincaria's mission & vision in a professional manner.
5. Collaborate with and support other professionals in carrying out Cincaria's mission & vision.
6. Build professional reputations on the merit of services and refrain from competing unfairly with others.
7. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
8. Respect the structure and responsibilities of Company and the board of directors, provide them with facts and advice as a basis for their decisions and uphold and implement policies adopted
9. Keep the community informed about issues affecting it.
10. Conduct organisational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
11. Exercise whatever discretionary authority they have under the law to carry out the mission of the organization.
12. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission and vision.
13. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.
14. Avoid any interest or activity that is in conflict with the conduct of their official duties.
15. Respect and protect privileged information to which they have access in the course of their official duties.
16. Strive for personal and professional excellence and encourage the professional developments of others.

We reserve the right to amend this policy from time to time without prior notice. This policy may be amended from time to time and would be in effect on the date as determined by Cincaria Sdn Bhd. Any amendment to this policy shall be published via hard copy or whichever medium Cincaria Sdn Bhd deems fit. Your continued employment or term of Cincaria Sdn Bhd shall be deemed to be your agreement to the said amendment of this policy.

Please contact the Human Resources Personnel should you have any queries:

Cincaria Sdn. Bhd.
 Block 1 & 2, Wisma Bluemetal,
 106 & 108, Lintang Kampung Jawa,
 11900 Bayan Lepas, Penang
Tel: 04-2221222

Thank you.

AMC CINCARIA SDN BHD
 Marco Wong
 Chief Executive Officer