

T→ TRAINING AND COMMUNICATION**i) Training**

Training on the understanding and importance of preventing corruption in TA Group is conducted for all levels, including the Management. Both in-house and external trainings are arranged to ensure those involved are aware of the importance in conducting a business transaction in a fair and ethical manner.

ii) Communication

TA Group has established an intranet, iconnect.ta.com.my (TA's iConnect), as a common communication platform for all employees of TA Group. TA Group's Code, Whistleblowing policy and Anti-Corruption policy are available on TA's iConnect as well as TAE's and TAG's websites. All new employees are given an induction course which include, but not limited to presentation on TA's Core Values, TA's Code and AMLA.

In the effort to create continuous awareness on the Policy, there shall be an article on issues related to TA's Anti-Corruption Policy and/or MACC Act/requirements which are emailed to all TA Group's employees.

6. CORPORATE SOCIAL RESPONSIBILITY PROJECTS, SPONSORSHIP & DONATIONS SUPPORT OF CORPORATE SOCIAL RESPONSIBILITY (CSR)

CSR Projects, Sponsorship and Donations in Support of CSR projects and the use of Sponsorships and Donations (collectively "contributions"), are part of our contribution to the wellbeing of the communities and the environment in which we operate. Such contributions, however, can never be promised, offered or made to secure a business advantage or for any other improper purpose such as to bribe or self-enrich. Before offering, promising or making any contribution to CSR projects, a Sponsorship or a Donation you must ensure the contribution complies with the CSR projects, Sponsorships and Donations Directive.

7. RECORD KEEPING

Adequate and relevant record shall be maintained for seven (7) years by appropriate personnel/department to ensure transactions are executed in accordance with appropriate authorization. Supporting documents such as invoices, memoranda and other documents and records relating to dealings with third parties should be prepared and maintained with accuracy and completeness.

8. CONFIDENTIALITY OF INFORMATION

All information received shall be treated with confidence. Information on the identity of the individual who reports fraudulent activities will not be released without prior consent of the individual. Investigation status/results must not be disclosed or discussed with anyone other than those who have a legitimate need to know.