



**INTRADECO SDN. BHD.** <sup>95438-W</sup>

*Your Total IT Solutions Partner*

## **Intradeco Sdn. Bhd.**

### **Code of Conduct**

---

### **Intradeco Sdn. Bhd.** <sup>95438-W</sup>

15-1-25, Bayan Point, Medan Kampung Relau

Bayan Lepas, 11900 Penang, Malaysia

Tel: +604-643 4194 | Fax: +604-644 0480

Email: [info@intradeco.com.my](mailto:info@intradeco.com.my)

Web: [intradeco.com.my](http://intradeco.com.my)

#### **Document Control:**

Last Update: Jun 13, 2011

Owner: Intradeco Business Development

*This document is confidential and is the property and copyright of Intradeco Sdn. Bhd. (Intradeco). It is not to be used for any other purposes, copied, distributed or transmitted in any form or by any means without the prior written consent of Intradeco.*

## Intradeco Code of Conduct

Intradeco's Code of Conduct provides an ethical and behavioural framework for us to base our decisions as individuals and members of the organization. The Code of Conduct provides a clear set of standards for our business conduct and reflects our commitment to our values. We are expected to adhere to the following requirements with respect to our operations, products and services:-

- We are committed to deliver quality services that reflect our professional capabilities and are appropriate to the specific issues and needs of our clients.
- We encourage and support the professional development of employees and promote individual achievement and continuous learning.
- We deliver regular employee feedback candidly and constructively, and positively recognize success.
- We embrace diversity as strength in our organization whereby we respect one another in an environment free from discrimination, intimidation and harassment.
- We will not tolerate conduct constituting harassment and employees involved will be subjected to disciplinary action up to termination.
- We comply with all applicable environmental, health and safety laws, rules and regulations.
- We are committed to preserving the environment by reducing energy usage, focusing on green and sustainable products, and moving towards a paperless office environment.
- We comply with all applicable labour laws, rules and regulations.
- We shall not employ under-age labour.
- We shall not make use of forced or compulsory labour.
- We reject unethical or illegal business practices in all circumstances.
- We provide equal remuneration and shall respect established practices of employment and non-discrimination.
- We comply with all applicable anti-corruption laws, rules, and regulations.
- We encourage our Suppliers to adhere to similar environmental and social responsibility principles.
- We recognize our responsibility as an organization playing a positive and active role supporting a successful and sustainable society.