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**ALLO TECHNOLOGY SDN. BHD.**

**Allo Technology Sdn. Bhd.  
Level 3, Left Wing  
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## **Integrity Pact and Committee Integrity Pledges Policy**

Document Number:

**BSP/LRD/POL/00144/V000**

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## **1. Background**

Procurement and contract management are highly susceptible to corruption risks. Leakages occur at all stages of procurement and contracting, including the pre-contract design stage, the tendering exercise, and during the contract period itself.

Integrity Pacts promote corruption-free operations on the part of both the procuring organisation and its External Providers during the award and execution of a contract. The implementation of Integrity Pacts yields other benefits such as greater transparency in contracting, and enhancement of public confidence and trust.

Tender committee Integrity Pledges set out the expected behaviours from the committee members. The Pledges are to be signed at the start of each tender-related committee meeting by each committee member present.

## **2. Objective**

The purpose of this policy is to provide guidance to its users on the appropriate procedures when implementing Integrity Pacts in tendering, procurement and contract management.

## **3. Scope**

This policy is applicable to Allo, the BOD and Allo Personnel.

## **4. References**

TNB Documents:

- a) ISO 37001:2016
- b) Code of Ethics
- c) TCIMS Glossary of Terms
- d) Conflicts of Interest policy
- e) Gifts, Hospitality and Related Benefits Policy
- f) Whistleblowing Policy
- g) TCIMS Monitoring and Review Procedure

Allo Documents:

- a) ISO 37001:2016
- b) Anti-Bribery and Corruption Policy
- c) Whistleblowing Policy
- d) Conflicts of Interest Policy
- e) Code of Ethics

## 5. Definitions

Allo Personnel	All individuals directly contracted to the company on an employment basis, including permanent and temporary employees.
BOD	The Board of Directors of Allo
Bribery	<p>Bribery is defined as any action which would be considered as an offence of giving or receiving 'gratification' under the Malaysian Anti-Corruption Commission Act 2009 (MACCA).</p> <p>In practice, this means offering, giving, receiving or soliciting something of value in an attempt to illicitly influence the decisions or actions of a person a position of trust within an organisation.</p> <p>'Gratification' is defined in the MACCA to mean the following:</p> <ul style="list-style-type: none"> <li>(a) <i>money, donation, gift, loan, fee, reward, valuable security, property or interest in property being property of any description whether movable or immovable, financial benefit, or any other similar advantage;</i></li> <li>(b) <i>any office, dignity, employment, contract of employment or services, and agreement to give employment or render services in any capacity;</i></li> <li>(c) <i>any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;</i></li> <li>(d) <i>any valuable consideration of any kind, any discount, commission, rebate, bonus, deduction or percentage;</i></li> <li>(e) <i>any forbearance to demand any money or money's worth or valuable thing;</i></li> <li>(f) <i>any other service or favour of any description, including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted, and including the exercise or the forbearance from the exercise of any right or any official power or duty; and</i></li> <li>(g) <i>any offer, undertaking or promise, whether conditional or unconditional, of any gratification within the meaning of any of the preceding paragraphs (a) to (f).</i></li> </ul> <p>Bribery may be 'outbound', where someone acting on behalf of Allo attempts to influence the actions of someone external, such as a Government official or client decision-maker.</p> <p>It may also be 'inbound', where an external party is attempting to influence someone within the Allo such as a senior decision-maker or someone with access to Confidential Information.</p>
DTC	Allo Department Tender Committee
External Provider	Any person or business that provides (or wishes to provide) products or services to or does business with Allo, with or without a written contract. This may include suppliers, vendors, contractors, consultants and agents.
Integrity Pact	A legal agreement between two entities (normally a purchaser and External Provider) to act according to an agreed set of practices, in

	order to prevent bribery arising during their commercial interactions. To be distinguished from an Integrity Pledge for personnel (see below).
Integrity Pledge	A document signed by an individual, committing themselves to act with integrity as they conduct their duties at Allo.
MTC	Allo Management Tender Committee

## 6. Owner

The owner of this policy is the Procurement Unit.

## 7. Policy

### 7.1 Integrity Pacts

- a) Integrity Pacts shall be included in the documentation provided to potential External Providers for all Allo procurement.
- b) The Integrity Pact shall be signed by an authorised representative from the External Provider prior to the main contract for goods and services being signed.
- c) The Integrity Pact may be signed at the same meeting the main contract is signed.

**7.2** Integrity Pacts are subject to the laws of Malaysia and the Pacts are made in good faith by all parties involved. As such, they are legally binding.

### 7.3 Tender Committee Integrity Pledges

Committee Pledges shall be signed by all participants present at the beginning of all committee meetings relating to procurement.

## 8. Procedure

### 8.1 Integrity Pacts

- a) The Integrity Pact shall be provided as part of the documentation for all parties participating in a procurement exercise where a contract is involved.
- b) Procurement Unit shall answer any queries raised by the External Provider if requested to so, before the Pacts are signed.
- c) The Integrity Pact shall be signed prior to the signing of the contract.
- d) Procurement Unit shall retain the original copy of the Integrity Pact(s) with the bidding and contract documentation for further reference.
- e) A copy of the Integrity Pact is included in **Appendix 1**.

### 8.2 Tender Committee Pledges

- a) The Chairman of the meeting shall instruct the committee members to sign the Pledges at the start of the meeting.
- b) The secretary of the meeting shall gather the signed documents and retain them for the company's records.

- c) As per item e) of the Pledge document, committee members shall immediately declare to the Chairman if they become aware of a conflict of interest arising. The Chairman shall then decide the appropriate action as per the *Conflicts of Interest* policy.
- d) A copy of the Integrity Pledge is included in **Appendix 2**.

## **9. Sanctions for non-compliance**

### **9.1 Integrity Pacts**

In the event that an external provider has been found to, or be suspected of, violating the Integrity Pact, Allo shall conduct an investigation to ascertain whether the terms of the Pact have indeed been violated. The MTC, DTC or other relevant authority within Allo shall then review the investigation report and decide what further action should be taken.

### **9.2 Tender Committee Pledges**

In the event that the requirements of a Tender Committee Pledge have been violated, standard Allo disciplinary proceedings shall be pursued.

## **10. Waiver**

Any deviation or waiver from this policy must be approved by the BOD.

## **11. Review & Inspection**

- 11.1 The Procurement Unit shall conduct periodic reviews to ensure that the Integrity Pacts were signed as stipulated in this policy.
- 11.2 The Procurement Manager shall review the suitability of this policy from time to time.

## Appendix 1: Integrity Pact

### Allo Technology Sdn Bhd Integrity Pact

We acknowledge the commitment of Allo Technology Sdn Bhd (Allo), to ethical business, and hereby undertake to act with integrity in all our dealings with Allo. We express our commitment by undertaking the following:-

- 1) We shall perform all contractual obligations professionally and ethically;
- 2) We shall comply with Allo's Code of Business Ethics and applicable policies, procedures and guidelines at all times;
- 3) We shall not conspire or collude with other companies;
- 4) We shall not disclose details of the tender/contract to any party without prior written consent from the Procurement Unit of Allo;
- 5) If any products or part thereof are procured from a third party, we shall not present such products as our own without disclosing the third party;
- 6) We shall not give, offer or promise any kind of bribe, reward or other form of 'gratification' (as defined in Section 3 of the Malaysian Anti-Corruption Commission Act 2009) to an employee, agent, director or other representative of Allo in relation to this or any other tender/contract with Allo, at any stage of the tender/contract;
- 7) We shall expeditiously report to the Malaysian Anti-Corruption Commission and/or to a senior officer of Allo if an employee, agent or director of Allo requests for any form of gratification at any stage of the tender/contract; and
- 8) We shall inform and ensure that our employees, agents, directors and other representatives of our company comply with these requirements.

If we are found to be in breach of the above, or to have undertaken any other unlawful or illegal activities in relation to this tender/contract, we agree that the following actions shall be taken:

- 1) Allo shall immediately terminate the tender/contract without any cost, penalty or liability to Allo; and/or
- 2) our company and its directors shall be blacklisted from participating in Allo's future procurement activity; and/or
- 3) we shall indemnify Allo, its officers, employees, servants and agents against any claims, losses or damages arising from such breach or from such unlawful or illegal activities.

On behalf of the company:

Signature: .....

Name : .....

NRIC/Passport No: .....

Position : .....

Company Name: .....

Company Reg No: .....

## Appendix 2: Tender Committee Integrity Pledges

### FOR SIGNATURE BEFORE THE TENDER EVALUATION

#### Statement of non-conflict of interest, confidentiality of information and prevention of corruption

by

Member of Tender Evaluation Committee ('TEC')

for

Tender/quotation title and reference number \_\_\_\_\_ ('the Tender')

I, \_\_\_\_\_, in the TEC hereby solemnly and sincerely declare that:-

- a) I shall abstain from any corrupt practices with any person(s) directly or indirectly related to any of the submissions evaluated during my position with respect to the procurement process of Allo Technology Sdn Bhd ("Allo");
- b) I shall not collude with any party that may affect the transparency and fairness of the procurement process and during the implementation period of the contract;
- c) I shall not, either directly or through another party, solicit for myself and/or any person and/or company connected to me, including but not limited to my relatives (as defined by the MACC Act 2009, summarised below), acquaintances and business associates, any improper inducement or reward or any other form of 'gratification' (as defined by the MACC Act 2009, summarised below), to facilitate the award of contracts related to the Tender;
- d) neither I nor any of the above-mentioned persons and/or company have received from and/or been approached, offered, provided, granted and/or given by any of the bidders either directly or indirectly, through agents or other third parties (including bidders' related companies, subcontractors or consultants), any form of 'gratification' to facilitate the award of contracts related to the Tender;
- e) I shall immediately declare to the Chairman of the TEC if any of the above-mentioned person and/or company has any interest in any items of procurement in which I am involved;
- f) I shall at all times keep strictly private and confidential information which may be considered sensitive in nature and/or is marked confidential ("Confidential Information") which is in my possession, received by me or come to my knowledge in the discharge of my duties as being involved in the procurement process of Allo;
- g) I shall not (except with the direct or express consent from Allo or permitted by any law) divulge either directly or indirectly to the bidder, their agents and/or any other third parties (including its related companies, subcontractors or consultants) any Confidential Information prior to and/or during the award of contracts to be made by Allo that may place any bidder in any advantageous position as compared to other participating bidders in any way whatsoever;



- h) If there is any attempt of bribery from any party, I shall immediately inform the Integrity Officer regarding the matter.
- i) I am fully aware that any non-compliance of the above-mentioned articles shall in effect tantamount to a criminal offence and I may be subject to criminal charges under the Penal Code (Revised 1997) (and its amendments) and/or the Malaysian Anti-Corruption Commission Act 2009 (and its amendments) and/or other applicable laws being enforced both in Malaysia and internationally; and
- j) I am fully aware that by any non-compliance of the above-mentioned articles, I have effectively breached my contract of employment and may be subject to civil and/or industrial suit by Allo. I understand that Allo may enforce the following disciplinary actions against me:
  - 1. Stern written warning
  - 2. Suspension of job without salary
  - 3. Deferment of salary increment/bonus
  - 4. Reduction in salary
  - 5. Demotion
  - 6. Dismissal

**Section 3 of the Malaysian Anti-Corruption Commission Act 2009 provides that:**

“**relative**”, in relation to a person, means –

- (a) A spouse of the person;
- (b) A brother or sister of the person;
- (c) A brother or sister of the spouse of the person;
- (d) A lineal ascendant and descendant of the person;
- (e) A lineal ascendant and descendant of a spouse of the person;
- (f) A lineal descendant of a person referred to in paragraph (b);
- (g) The uncle, aunt or cousin of the person; or
- (h) The son-in-law or daughter-in-law of the person.

“**Gratification**” means—

- (a) money, donation, gift, loan, fee, reward, valuable security, property or interest in property being property of any description whether movable or immovable, financial benefit, or any other similar advantage;
- (b) any office, dignity, employment, contract of employment or services, and agreement to give employment or render services in any capacity;
- (c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- (d) any valuable consideration of any kind, any discount, commission, rebate, bonus, deduction or percentage;
- (e) any forbearance to demand any money or money’s worth or valuable thing;

(f) any other service or favour of any description, including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted, and including the exercise or the forbearance from the exercise of any right or any official power or duty; and

(g) any offer, undertaking or promise, whether conditional or unconditional, of any gratification within the meaning of any of the preceding paragraphs (a) to (f).

I make this declaration conscientiously and in good faith.

Subscribed and solemnly declared by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

NRIC: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR SIGNATURE BEFORE THE OPENING OF THE TENDER BOX**

**Statement of non-conflict of interest, confidentiality of information and prevention of corruption**

**by**

**Member of Tender Opening Committee ('TOC')**

**for**

**Tender/quotation title and reference number\_\_\_\_\_ ('the Tender')**

I, \_\_\_\_\_, in the TOC hereby solemnly and sincerely declare that:-

- a) I shall abstain from any corrupt practices with any person(s) directly or indirectly related to any of the submissions evaluated during my position with respect to the procurement process of Allo Technology Sdn Bhd ("**Allo**");
- b) I shall not collude with any party that may affect the transparency and fairness of the procurement process and during the implementation period of the contract;
- c) I shall not, either directly or through another party, solicit for myself and/or any person and/or company connected to me, including but not limited to my relatives (as defined by the MACC Act 2009, summarised below), acquaintances and business associates, any improper inducement or reward or any other form of 'gratification' (as defined by the MACC Act 2009, summarised below), to facilitate the award of contracts related to the Tender;
- d) neither I nor any of the above-mentioned persons and/or company have received from and/or been approached, offered, provided, granted and/or given by any of the bidders either directly or indirectly, through agents or other third parties (including bidders' related companies, subcontractors or consultants), any form of 'gratification' to facilitate the award of contracts related to the Tender;
- e) I shall immediately declare to the Chairman of the TOC if any of the above-mentioned person and/or company has any interest in any items of procurement in which I am involved;
- f) I shall at all times keep strictly private and confidential information which may be considered sensitive in nature and/or is marked confidential ("Confidential Information") which is in my possession, received by me or come to my knowledge in the discharge of my duties as being involved in the procurement process of Allo;
- g) I shall not (except with the direct or express consent from Allo or permitted by any law) divulge either directly or indirectly to the bidder, their agents and/or any other third parties (including its related companies, subcontractors or consultants) any Confidential Information prior to and/or during the award of contracts to be made by Allo that may place any bidder in any advantageous position as compared to other participating bidders in any way whatsoever;
- h) If there is any attempt of bribery from any party, I shall immediately inform the Integrity Officer regarding the matter.

- i) I am fully aware that any non-compliance of the above-mentioned articles shall in effect tantamount to a criminal offence and I may be subject to criminal charges under the Penal Code (Revised 1997) (and its amendments) and/or the Malaysian Anti-Corruption Commission Act 2009 (and its amendments) and/or other applicable laws being enforced both in Malaysia and internationally; and
- j) I am fully aware that by any non-compliance of the above-mentioned articles, I have effectively breached my contract of employment and may be subject to civil and/or industrial suit by Allo. I understand that Allo may enforce the following disciplinary actions against me:
  - 1. Stern written warning
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- (a) A spouse of the person;
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- (c) A brother or sister of the spouse of the person;
- (d) A lineal ascendant and descendant of the person;
- (e) A lineal ascendant and descendant of a spouse of the person;
- (f) A lineal descendant of a person referred to in paragraph (b);
- (g) The uncle, aunt or cousin of the person; or
- (h) The son-in-law or daughter-in-law of the person.

**“Gratification”** means—

- k) money, donation, gift, loan, fee, reward, valuable security, property or interest in property being property of any description whether movable or immovable, financial benefit, or any other similar advantage;
- l) any office, dignity, employment, contract of employment or services, and agreement to give employment or render services in any capacity;
- m) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- n) any valuable consideration of any kind, any discount, commission, rebate, bonus, deduction or percentage;
- o) any forbearance to demand any money or money’s worth or valuable thing;

- p) any other service or favour of any description, including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted, and including the exercise or the forbearance from the exercise of any right or any official power or duty; and
- q) any offer, undertaking or promise, whether conditional or unconditional, of any gratification within the meaning of any of the preceding paragraphs (a) to (f).

I make this declaration conscientiously and in good faith.

Subscribed and solemnly declared by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

NRIC: \_\_\_\_\_

Date: \_\_\_\_\_