



Dear Valuable Business Partner,

As a member of the United Nation Global Compact and the Singapore Compact, and part of our Company's Corporate Social Responsibility, hereby appealed to you to adhere to the following:

Code of Ethical Practice for FYNO's Business Partner

1. Child Labour

No person is employed who is below the minimum legal age for employment in accordance with the National laws.

2. Forced Labour

Forced, bonded or compulsory labour is not used and employees are free to leave their employment after reasonable notice.

3. Health & Safety

- a) A healthy and safe working environment is provided for employees, in accordance with the National laws. This includes access to clean toilet facilities, drinkable water and, if applicable, sanitary facilities for food preparation and storage.
- b) Where an employer provides accommodation, it shall be clean, safe and meet the basic needs of employees.
- c) Appropriate health and safety information and training are provided to employees.

4. Freedom of Association

As far as any relevant laws allow, all employees are free to join trade unions.

5. Discrimination

Negative discrimination including disability, physical features, political belief, religious belief, racial, marital status, pregnancy and/or sexual discrimination is prohibited.

6. Disciplinary Practices

Employees are treated with respect and dignity. Physical or verbal abuse or other harassment and any threats or other forms of intimidation are prohibited.

7. Working Hours

Working hours of employees comply with national laws and are not excessive.

8. Payment

Employees understand their employment conditions, fair and reasonable pay and terms are provided.

9. Individual Conduct

No form of bribery, including improper offers for payments to or from employees, or organisations, is tolerated.

10. Environment

- a) Processes are in place to actively improve the efficiency with which finite resources (such as energy, water, and raw-materials) are used.
- b) Appropriate management, operational and technical controls are in place to minimise the release of harmful emissions to the environment.
- c) Appropriate measures are in place to improve the environmental performance of products and services when in use by the end user.

TK Ng

