



# **SUPPLIERS**

## **CODE OF CONDUCT**



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## Message from CEO



As a group of companies, one of the factors it strives for sustainable and balanced development is to ensure that the processes within its production chain are ethical.

**Proven Group of Companies** always adheres to that conviction by carefully ensuring that the manufacturing processes within our group of companies align with our Code of Conduct.

**Proven Group of Companies** has successfully established and implemented the workplace Code of Conduct for our group's top management, advisory team and employees.

Additionally, **Proven Group of Companies** hopes to develop ethical conduct throughout the manufacturing chain by establishing a Code of Conduct for suppliers/distributors and business contractors related to our member companies, factories and affiliated businesses.

**Than Htaik Lwin**

**Chief Executive Officer**

## Purpose



The establishment of this Code of Conduct is based on essential values throughout the supply chain to position **Proven Group of Companies** as an ethical organization committed to achieving sustainable and balanced development.

Therefore, suppliers/distributors and business contractors related to member companies, factories and affiliated businesses of **Proven Group of Companies** are strongly encouraged to collaborate and adhere to the guidelines set forth in this Code of Conduct.



## Chapter (1) Scope, Implementation, and Practice



### (1) Scope

This Code of Conduct applies to the following entities:

- (a) suppliers/distributors related to member companies, factories, and affiliated businesses of **Proven Group of Companies**
- (b) business contractors related to member companies, factories, and affiliated businesses of **Proven Group of Companies**

### (2) Implementation

The member companies and factories of **Proven Group of Companies** will practice this Code of Conduct, effective from 1st April 2024.

## Chapter (2) Compliance with Existing Laws



Suppliers/distributors and business contractors related to member companies, factories, and affiliated businesses of **Proven Group of Companies** must comply with all existing laws while conducting businesses.



## Chapter (3) Workplace Safety and Health



Suppliers/distributors and business contractors related to member companies, factories, and affiliated businesses of **Proven Group of Companies** must fully collaborate and adhere to all rules, regulations, orders and directives regarding workplace safety, health, and environment, in addition to the requirements and terms and conditions for workplace safety and health established by **Proven Group of Companies**.

We will not partner with organizations that endanger the environment by potentially causing hazards to workplace safety, health, and the public.

## Chapter (4) Provision of Gifts and Catering



Suppliers/distributors and business contractors related to member companies, factories and affiliated businesses of **Proven Group of Companies** must accept and follow the guidelines concerning the provision of gifts and catering set forth by **Proven Group of Companies**



## Chapter (5) Safeguarding the Information



Suppliers/distributors and business contractors related to member companies, factories and affiliated businesses of **Proven Group of Companies** must be accountable to ensure that they never directly or indirectly describe, discuss, advise or collaborate with any person or organization, including disclosure on any media, regarding production technology, trade secrets, market information or financial data of **Proven Group of Companies**.

## Chapter (6) Workers' Rights



Suppliers/distributors and business contractors related to member companies, factories and affiliated businesses of **Proven Group of Companies** must carefully comply with workers' rights while conducting business, and ensure not to engage, especially, in:

- (a) employing legally underage individuals as defined by any applicable labour law;
- (b) forced labour;
- (c) prohibition of freedom of association.



## **Chapter (7) Addressing Violations of the Code of Conduct**



In case those applicable to the terms and conditions of this Code of Conduct fail to comply, they will be investigated and action will be taken in accordance with the disciplinary policy and terms and conditions. If necessary, this may result in the termination of established client contracts, discontinuation of the client relationship, and removal from the client record.

Extensive breaches of conduct may lead to permanent elimination from the CLIENT record.