



**ARIFA LAUNDRY**

**ARIFA LAUNDRY (M) SDN BHD**

Company Registration No. 1419073-H

## **ANTI-BRIBERY AND ANTI-CORRUPTION POLICY**

Process Owner: Management (Director)

Intended Users: Arifa Laundry (M) Sdn Bhd - All Employees and Business Associates

Last updated: July 2026

**CONTENTS**

|    |                                      |   |
|----|--------------------------------------|---|
| 1. | PURPOSE .....                        | 3 |
| 2. | SCOPE .....                          | 3 |
| 3. | POLICY .....                         | 3 |
| 4. | IMPLEMENTATION .....                 | 3 |
| 5. | RESPONSIBILITIES AND REPORTING ..... | 3 |
| 6. | EFFECTIVE DATE.....                  | 3 |

**1. PURPOSE**

- 1.1. Arifa Laundry (M) Sdn Bhd is committed to conducting business fairly, honestly and with integrity, and applies a zero tolerance approach to bribery and corruption. This policy supports compliance with the Malaysian Anti-Corruption Commission Act 2009, including the corporate liability provision under Section 17A.

**2. SCOPE**

- 2.1. This policy applies to all directors, employees, agents, contractors and business associates acting for or on behalf of the company.

**3. POLICY**

The company and its people shall:

- a) Never offer, give, request or accept a bribe, kickback or any improper payment or advantage.
- b) Not make facilitation payments of any kind.
- c) Ensure gifts and hospitality are reasonable and transparent, and never given or received to improperly influence a decision.
- d) Control any political or charitable donation and record it properly.
- e) Conduct due diligence on agents and business associates.
- f) Keep accurate books and records of all transactions.

**4. IMPLEMENTATION**

- 4.1. The company maintains adequate procedures proportionate to its size and risk, provides awareness to its employees, and reviews its bribery and corruption risks periodically.

**5. RESPONSIBILITIES AND REPORTING**

- 5.1. Any person who suspects a breach of this policy must report it to the Director. Reports are treated in confidence, and no one will suffer retaliation for reporting in good faith. Breaches may lead to disciplinary action and referral to the authorities.

**6. EFFECTIVE DATE**

This policy is approved by the Director of Arifa Laundry (M) Sdn Bhd and is effective from the date shown on the cover.