



ARIFA LAUNDRY

ARIFA LAUNDRY (M) SDN BHD

Company Registration No. 1419073-H

CODE OF BUSINESS CONDUCT AND ETHICS

Process Owner: Management (Director)

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

Last updated: July 2026

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1. PURPOSE

- 1.1. This Code sets out the standards of conduct and integrity expected of everyone who works for or with Arifa Laundry (M) Sdn Bhd.

2. SCOPE

- 2.1. This Code applies to all directors and employees, and to contractors and agents acting on the company's behalf.

3. OUR STANDARDS

We commit to the following standards of conduct:

- a) Act honestly, fairly and with integrity in all dealings.
- b) Comply with all applicable laws and regulations.
- c) Avoid conflicts of interest and declare any that arise.
- d) Protect confidential information belonging to the company, its customers and its suppliers.
- e) Deal fairly with customers, suppliers and competitors.
- f) Use company assets and resources responsibly and only for legitimate purposes.
- g) Treat colleagues with respect and maintain a workplace free from discrimination and harassment.
- h) Uphold our health, safety and environmental responsibilities.

4. IMPLEMENTATION

- 4.1. This Code is communicated to all employees. Managers set the example and support employees in applying it in their daily work.

5. RESPONSIBILITIES AND REPORTING

- 5.1. Every person is responsible for following this Code. Concerns about possible breaches should be raised with the Director and are handled in line with the Whistleblowing Policy.

6. EFFECTIVE DATE

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