

H&A Medical Supply Sdn Bhd

LETTER TO BUSINESS ASSOCIATES AND THIRD PARTIES OF H&A MEDICAL SUPPLY'S COMMITMENT FOR ANTI-BRIBERY AND ANTI-CORRUPTION

H&A Medical Supply Sdn. Bhd. is committed to conduct its business ethically, with the highest standard of integrity and in compliance with all laws and regulation. Any form of bribery or improper payments in any of the company's business operations are strictly prohibited.

Our company's anti-bribery policy applicable to all Business Associates and Third Parties. Thus, all Business Associates and Third Parties are anticipated to read, understand and comply with the requirements and procedures set out in the Policy. Should Business Associates and/or Third Parties diverge from this Policy, no waivers or exceptions will be given for such divergence.

In view of the above, your continued engagement with H&A Medical Supply Sdn. Bhd. shall signify to us your acceptance and declaration of the following:-

1. You agree to comply with all laws and regulations.
2. You agree to adhere to the terms and conditions governing the business relationship with H&A Medical Supply Sdn. Bhd. with reference to:
 - (i) Any official contracts, letter of offer, letter of appointment, engagement letter, or any form of document of the similar nature, and
 - (ii) The H&A Medical Supply Sdn Bhd Anti-Bribery Policy and Procedure
3. You agree to conduct its business in an ethical manner and with integrity and you will not undertake any corrupt conduct (including offering or accepting bribes, especially in relation to the provision of good and/or services to H&A Medical Supply Sdn Bhd.
4. You understand that failure to comply with clauses 1 to 3 of this letter, H&A Medical Supply Sdn Bhd reserves the right to terminate the service or business relationship, arrangements or transactions (established through official contracts, letter of offer, letter of appointment, engagement letter or any form of document of the similar nature), initiate legal action and/or reporting any instances of bribery and corruption to the relevant authorities.
5. You declare, in the best of its knowledge and belief, that you are not aware of any actual, potential, or perceived conflict of interest situations with H&A Medical Supply Sdn Bhd or other stakeholders of H&A Medical Supply Sdn Bhd.
6. You agree to notify the Group, as soon as practicable, on any new actual, potential, or perceived conflict of interest.
7. You further declare that you have never been convicted of any financial or commercial crime.
8. All business associates of H&A Medical Supply Sdn. Bhd. shall in no circumstances provide or offer any payment or equivalent form of substitutions to any employees of H&A Medical Supply Sdn. Bhd., in order to gain commercial advantage in any form.
9. All business associates are required to declare conflict of interest arise between the key personnel of its organization with any representatives of H&A Medical Supply Sdn. Bhd. It is the duty of the business associated or its representative to declare the nature of the conflict to any representative of H&A Medical Supply Sdn. Bhd. in a timely manner.

Any non-compliance of the above will be treated strictly by us and we are prepared to take all necessary measures to safeguard our interest.

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In the event where any business associates found to be directly or indirectly involved or is currently under investigation on suspicion to be involved in any bribery related charges, the business engagement shall be but not limited to suspension until the outcome of the investigation found that the organization is free from suspicion, otherwise, if proven and charged for bribery related crime, the business engagement shall be terminated immediately.

We thank you for your full cooperation and support, we look forward to building this essential business relationship professionally, ethically and with the highest standard of integrity with you.

Acknowledgement & Sign-off:-

As a representative of _____, I have read and understood the Anti-Bribery requirements of H&A Medical Supply Sdn Bhd. and acknowledge the full support and cooperation with its contents. I will comply with the rules and understand there may be consequences to my company for violation of these guidelines.

Signature : _____

Name : _____

Date : _____

Company stamp: