



CODE OF CONDUCT

BUSINESS ETHIC

1. Not making fraud statements or claims, especially related to marketing and negotiations, including accounts for costs and expenses for every project carried out in connection with the Company's business activities and writing Company reports.
2. In carrying out his duties and obligations, every employee must always prioritize the economic interests of the Company above his personal economic interests, his family, or other parties.
3. Not accepting or committing bribes in any form.
4. Not committing fraud such as cheating, embezzling, falsifying, or misusing Company assets.

WORK ETHIC

1. Every employee is obliged to protect and maintain the confidentiality of Company information and therefore is prohibited from using and/or disclosing Company confidential information for any purpose and interest other than for the company's business activities.
2. Every employee is obliged to guard, maintain, secure, and save the Company's assets and/or facilities provided by the Company to employees, whether in the form of employees' equipment, vehicles and/or other facilities used to support the smooth operation of the Company's operations and not use them for personal interests.
3. Every employee is required to create a safe and comfortable workplace atmosphere.
4. Every employee is obliged to prevent accidents and maintain occupational safety and health in any form in all facilities and/or company premises.

EMPLOYEE RELATIONS ETHICS

1. Do not pressure or intimidate co-workers, superiors, or subordinates for certain interests, both personal and for the interests of other parties, internal or external.
2. Not taking hostile actions and/or taking harmful actions, such as physical and verbal threats to other employees who honestly and openly report something that according to their belief contains elements of violations, including threats to other employees who cooperate in investigating violations.
3. Do not take action and/or use words that can be interpreted as insults, harsh words, obscene words, and sexual harassment against colleagues, superiors, subordinates, or third parties including vendors, customers, and business partners.

4. Not taking actions and/or issuing remarks that contain elements of harassment on matters related to background, ethnicity, religion, race, customs, physical condition, and matters relating to norms of decency and decency.
5. Employees in developing their careers stay away from, avoid, discriminate against, and prevent unfair means.

EXTERNAL ETHICS

A. Relations with customers, Suppliers and Business Partners:

1. The company always builds constructive open communication.
2. The company always works hard to provide the best service through an effective complaint handling process.
3. The company always pays attention to and evaluates needs and continuously monitors and improves services, through systematic improvement of work standards supported by adequate technology.
4. The company does not discriminate in providing services to customers, suppliers and/or work partners by prioritizing a proactive, friendly, empathetic attitude and based on polite values.
5. Building intensive communication with suppliers, customers and work partners to find the best solution in order to improve performance.
6. In carrying out relationships with customers, the Company will not make artificial offers, including price mark-ups in sales offers.

B. Relations with the Government:

1. The company is subject to the applicable laws and regulations, especially regarding relations with the Government.
2. The company is honest and transparent in dealing with all government agencies and officials.
3. Every report, statement, certification and application addressed to the Government is carried out in a transparent, clear, accurate, complete manner, and does not contain matters that could be misinterpreted.

C. Relations with the Community and the Surrounding Environment:

1. The company always maintains good relations with the surrounding community in order to increase the value and long-term business growth of the company.
2. The company develops and puts forward a dialogue mechanism with surrounding institutions in the hope that a more rational and effective policy can be formulated.

CLOSING

So that the implementation of the Company's Code of Ethics can run effectively, the Company provides outreach to all employees in all sections or departments.

If there are doubts about the implementation of the provisions of the Company's Code of Ethics, every employee in the Company can consult with their superiors or work units appointed by the Company.

It is realized that there are still many weaknesses or deficiencies in the provisions of this Company Code of Ethics, therefore there is still the possibility for improvement or evaluation at a later date as needed.