



**PT TEMPO SCAN PACIFIC TBK**

**CODE OF CONDUCT**

## I. INTRODUCTION

PT Tempo Scan Pacific Tbk ("Tempo Scan") and its subsidiaries are part of the national private business group of Tempo Group, which started trading in pharmaceutical products in 1953.

The Tempo Scan Code of Conduct applies to all the executives and employees ("Tempo Scan Employees") who represent Tempo Scan, irrespective of their position, location, and type of employment. This Code of Conduct is intended to be a guide for Tempo Scan in its business operations.

## II. BUSINESS INTEGRITY

In running its business, Tempo Scan is committed to adhering and complying with each law and regulation applicable to Tempo Scan.

Tempo Scan believes that the business integrity planned by Tempo Scan will deliver the results expected by Tempo Scan stakeholders.

The terms and conditions for proper conduct in business must be reassessed from time to time and adjusted should there be changes in the applicable laws and regulations or the need to raise standards to remain competitive.

Tempo Scan provides Tempo Scan employees with education, coaching, and guidance as required from time to time in order to achieve the business integrity standards of Tempo Scan.

## III. ACCURATE REPORTING AND BOOK-KEEPING

**Correct, honest, and accurate financial and non-financial information is the foundation of Tempo Scan's reputation.**

All of the data produced, both financial and non-financial, accurately reflect the transactions and activities performed. Tempo Scan Employees working at any location must adhere to the prevailing regulations, book-keeping requirements, and procedures of Tempo Scan for reporting transactions, finances, and other business information.

Tempo Scan Employees are prohibited from making false statements or data or mislead in any report, record, or cost claim in relation to the responsibilities of such Tempo Scan Employee.

Tempo Scan Employees are prohibited from providing certificates or reports in any form to any person unless they are explicitly authorized as such. Forgery of records and book-keeping or forgery of facts comprises fraud. In addition to responsibilities to Tempo Scan, Tempo Scan Employees who are involved in illegal activities are subject to heavy sanctions in accordance with the prevailing laws and regulations.

Tempo Scan Employees are expected to ensure that any financial or non-financial information produced or reported is correct, reasonable, and complete.

#### **IV. TAXATION**

Tempo Scan is committed to complying with the tax laws and regulations of the Republic of Indonesia in relation to all types of tax to which Tempo Scan is subject.

In the event of a tax dispute, Tempo Scan shall cooperate with the competent officials with a positive attitude to seek fair solutions consistent with the prevailing laws and regulations.

#### **V. POLITICAL CONTRIBUTIONS**

All political contributions that may be made by Tempo Scan must be as follows:

- Lawful according to the prevailing laws and regulations
- Recorded correctly in the financial statements of Tempo Scan
- When required, reported to the public

As individuals, Tempo Scan Employees are entitled to participate in political processes.

If they perform political activities as individuals, as Tempo Scan Employees, they are required to:

- Do so in their personal time and use their personal resources.
- Minimise the possibility of personal views and actions being misinterpreted as those of Tempo Scan.
- Ensure that personal activities do not raise a conflict with their duties and responsibilities at Tempo Scan.
- Inform the relevant Tempo Scan executives.

#### **VI. SAFETY, SECURITY, HEALTH, & ENVIRONMENT**

Safety, security, health, and environmental protection is part of the integrated operational activities of Tempo Scan. As such, Tempo Scan undertakes such responsibilities with the same commitment that it operates its business.

The operational activities of Tempo Scan are performed in accordance with the prevailing laws and regulations on health, safety, security, and environment, along with corporate standards and good practices.

Tempo Scan acts appropriately and practically to ensure that Tempo Scan provides a safe, healthy, and clean working environment.

Tempo Scan endeavors to make sustainable improvements in where possible and economically feasible.

## **VII. PERSONAL INTEGRITY**

Given that the integrity of Tempo Scan as a company depends on the conduct of its employees, Tempo Scan Employees are expected to:

- Comply with all prevailing laws and regulations as well as the high integrity standards established by Tempo Scan.
- Carefully assess, on a case-by-case basis, whether the conduct of a Tempo Scan Employee meets the integrity standards and expectations of the Tempo Scan business.
- Exhibit integrity and responsibility in performing their duties and responsibilities as well as help maintain the good reputation of Tempo Scan.

Each Tempo Scan Employee contributes to the integrity of the company with their conduct. Deviations in Tempo Scan Employee conduct may negatively affect Tempo Scan.

If a Tempo Scan Employee is unsure of the proper conduct, such a Tempo Scan Employee must discuss this with their superior to obtain the best guidance.

## **VIII. CONFLICT OF INTEREST**

**Avoid personal interests that may result in a conflict of interest with the interests of the company.**

Tempo Scan Employees must avoid situations in which their personal interests are contrary, or may become contrary, to the interests of Tempo Scan, causing a conflict.

Tempo Scan Employees are prohibited from utilizing their position at Tempo Scan for personal interests, family and/or peers because such activities of family and/or peers may cause a conflict of interest with the interests of Tempo Scan. In order to avoid such situations, Tempo Scan Employees and/or potential Tempo Scan Employees with direct or indirect family relationships must inform the relevant executives to seek the appropriate solutions.

## **IX. GIFTS AND HOSPITALITY**

Offering or accepting gifts or hospitality may occasionally create the perception of an unfair advantage.

Tempo Scan Employees are not permitted to provide or accept gifts or hospitality that may affect their personal integrity or the integrity and impartiality of Tempo Scan.

In order to avoid the existence and perception of improper relationships with business partners, or parties that will become business partners, Tempo Scan Employees must comply with the principles as follows:

- Gifts or hospitality may only be provided if appropriate and if there is no possibility of creating the perception that it may affect the decisions of the receiver.
- Gifts must be of minimal value and hospitality may not exceed what is appropriate. Expenditures for gifts or hospitality that are lavish or improper are prohibited.
- Prohibited from requesting gifts in any form, whether in the form of goods, or any type of benefit.
- Gifts or hospitality that are provided may only be received if their value is not excessive or may be received as common business practice.
- Hospitality may only be offered if it is common business practice, is not considered lavish, and takes place in an appropriate location.

Tempo Scan Employees are expected to:

- Ensure that the giving and receiving of a gift or hospitality does not affect the personal integrity or the integrity and impartiality of Tempo Scan.
- Never request gifts or hospitality from the business partners of Tempo Scan or potential business partners of Tempo Scan.
- Directly contact their superior if there is uncertainty regarding such gifts or hospitality to obtain the best guidance.

## **X. BRIBES AND CORRUPTION**

Tempo Scan does not condone any type of corruption, such as bribery (public, private, active, and passive), theft, embezzlement, and providing an unfair advantage.

Tempo Scan Employees are not allowed to provide, promise to provide, request, or accept improper benefits, whether directly or indirectly, to or from an individual or institution/ organization with the intent of obtaining business benefits.

Improper benefits include unauthorized rebates, bribes, rewards, and under-the-table payments.

Improper benefits may take the form of anything with value, including but not limited to funds, food, gifts, hospitality, facilities, travel costs, or false agreements.