



Code of Conduct



29 March 2022

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Vision

Building communities of the future with you and for you

To continuously provide infrastructure and related services that connect communities and improve their lives. We realise this by being a trusted provider of world-class products and service.

Mission

UEM Sunrise brings together the talented and skilled, the imaginative and the courageous. We create sustainable environments loved by home owners, acclaimed by investors and recognised by industry. We believe in thinking big and acting quickly to unlock potential; to thrive in a changing world.

Our Role & Values

Chief Happiness Officers

As Chief Happiness Officers, the way we are creates excitement and brings value to everything we do.

CARING

HONEST

INVOLVED

ENTHUSIASTIC

FUN-LOVING



Overview

Structure and Key Components

Code of Conduct



In the Workplace

Work culture



Regulations

Anti-Competition
Data Privacy & Protection
Intellectual Property & Confidential Information
Money Laundering & Terrorism Financing



Anti-Corruption

Bribery & Corruption
Conflict of Interest
Gifts
Hospitality
Donations & Sponsorships
Facilitation Payment
Dealing with Government Officials
Dealing with Business Partners

Our Code of Conduct

Purpose

Our customers, business partners, communities, regulators and stakeholders expect us to be a reliable partner. Similarly, our entire business ecosystem is built on trust.

UEM Sunrise Code of Conduct ("The Code") expresses our personal commitment to build this trust every day in our business ecosystem and it outlines ethical behaviour standards in our business activities.

Scope

The Code outlines ethical behaviour standards accompanied by important policy statements.

The Code explains Board member and employee responsibilities and the obligation to report any potential violations and cooperate in any investigation that may follow. Board members and employees are required to read and annually sign that they have read the Code.

This document should be read in conjunction with the respective Code of Conduct Handbook and Code of Conduct for Business Partners as to embrace the spirit of our commitment to integrity and our same high ethical standards as set out in the Code of Conduct for Business Partners.

Applicability

The Code applies to Board members and employees of UEM Sunrise ("The Company") and its subsidiaries. The Company will use its best efforts to ensure third parties, key stakeholders and business partners such as contractors, consultants, suppliers, agents, joint venture partners and other business partners including their employees, agents, representatives, suppliers, subcontractors and non-profit organisations to adhere to the Code. Any infringement of the Code will attract disciplinary action to be taken against the concerned Board members and employees.

In the Workplace



Work Culture

Do's

CHIEF Happiness Officers

Caring

We care about others as much as doing good work. We take pride in what we do and have the desire to do the best we can consistently – conscientiously finding ways to improve.

We find joy in the work we do, in the people we do it with and in the environment we create to do it in.

We care for people, places we create, and our planet.

Honest

This interest we have in inspiring others in their quest for happiness must come from a place of honesty. It must be genuine. It must also be used positively to build and move things forward. Through honesty with an intent to build, we create trust.

This becomes the foundation from which our business is built on and prospers. It influences and drives the way we do business. And the business we are in is to inspire and help others find their Happy through the environment we create, the products we offer, services we provide and initiatives we do – one space at a time.

Involved

We need to be actively involved in wanting to support our customers and stakeholders on their Find

your Happy journey regardless of whether it is a masterplan we are developing, a residential tower we are building, a commercial centre we are constructing, a space we are creating or a child whose education we are helping.

This involvement must be driven by genuine interest for it to be meaningful, fulfilling and powerful. When we are actively involved and genuinely interested, we will always find ways to help inspire hopefulness in our customers', stakeholders' and colleagues' Find your Happy journey.

Enthusiastic

We remain optimistic and enthusiastic in the outcome and effect our efforts are contributing to the lives of all the people we touch in their Find your Happy journey.

With this enthusiasm, positivity and belief comes a confidence borne out of a principled approach far removed from arrogance and selfishness.

Fun-Loving

As all our ideas, creativity and decisions are made to positively impact others, we find this journey both fulfilling and enjoyable.

We seek and generate ways to find the fun, excitement and happy in everything we do as much as we can.

Don'ts

- Ignore business/compliance risk without taking appropriate measures to manage the risks.
- Discrimination based on gender, race, disability, nationality, religion and/or age.
- Unwelcome verbal, visual, psychological, physical or other conduct that are intimidating, offensive, abusive or hostile.
- Non-compliance with laws, rules and regulations including, but not limited to, laws related to anti-corruption, competition, occupational health and safety, work rules and procedures, safety-related signs and safety equipment requirements, privacy and data protection, and any other prescribed laws.
- Immoral behaviour and criminal activities such as gambling, indecency, obscenity, vulgarity, pornography, threats and violence as well as possession of illegal items.
- Harmful or hazardous use of psychoactive substances including alcohol and illicit drugs that affects our health and productivity at work.
- Make unethical decisions that disrupt operations and put the Company at risk.
- Non-accountability for services rendered/goods provided and honour their commitment in accordance with the contract.

Regulations



Anti-Competition

We aim to compete fairly in the marketplace and we are committed to comply with competition laws everywhere we operate.

Do's

- We must seek competitive advantage through lawful means while driving the success of our business.
- Companies that are considered dominant should not abuse their position. We should put in place necessary procedures if our companies are viewed as dominant in a given market.
- We have a responsibility to understand and comply with Competition Act 2010 (Competition Act) and other relevant laws and regulations.

Don'ts

- Enter into exclusive arrangements or non-competition agreements to prevent, restrict or distort competition in the market.
- Bid-rigging or boycotts.
- Directly or indirectly impose unfair purchase or selling price or other unfair trading condition on any supplier or customer.
- Refuse to supply to a particular company or group of companies.
- Discourage new market entry or expansion or investment by an existing competitor.
- Force an existing competitor from the market or seriously damage it, where the existing competitor is no less efficient than the dominant enterprise.

Data Privacy & Protection

We respect privacy and we take appropriate safeguards to protect personal data against unauthorised use or disclosure.

Do's

- We respect privacy and protect Personal Data obtained with consent in the course of our business as required by the Personal Data Protection Act 2010 (PDPA).
- We must endeavour to keep Personal Data accurate and up to date.
- We must ensure that we collect, use and retain Personal Data to only minimum amount necessary for business needs. Disclosure is only on a need-to-know basis.
- In the event of transferring Personal Data to third parties, extra care and diligence must be taken to avoid risk of causing harm to individuals. Where consent is required under local laws, we must obtain consent for the purpose.
- We must ensure all Personal Data is to be kept for any commercial requirements or regulatory compliances.

Don'ts

- Obtain, store, transfer or use Personal Data without a legitimate business purpose.
- Non-compliance with the Personal Data laws requirements in transferring personal data to jurisdictions outside of Malaysia.
- Unnecessary Personal Data not being shredded and destroyed.
- Improper procedures in transmitting, processing or storing personal data in protected environments.
- Leave personal, employee, customer and vendor data at a printer, on a shared server or on a publicly accessible site.
- Disclose Personal Data to any unauthorised persons or organisations.

Intellectual Property & Confidential Information

Our investments in intellectual properties are valuable assets, and we actively protect our intellectual property. We respect the valid intellectual property and confidential information of our stakeholders in the business ecosystem.

Do's

- We are committed to protect our Intellectual Property ("IP") such as trademarks, copyrights, patents, trade secrets and other proprietary information.
- We respect the IP of our customers, business partners, competitors and other external parties.
- We must safeguard Confidential Information of the Company and we are only allowed to disclose the information to third parties who have signed non-disclosure agreements.
- We are committed to a clean desk culture and keep our working desks free from sensitive content at all times.
- At the end of working day and at known extended periods away from our working desks, we shall keep all Confidential Information in hardcopy or electronic secured.
- We abide by all applicable laws on insider trading and on securities market abuse.

Don'ts

- Usage of devices or tools that are alleged to infringe the intellectual property of others.
- Give license, rights or access to our IP or other information without authorisation.
- Disclose, divulge or discuss Confidential Information of the Company with external parties or in public area, or on social media.
- Leave Confidential Information unattended, or unsecured including leaving Company's laptop unsecured or unattended in office or in public areas.
- Share passwords with your colleagues or external parties.
- Involve in insider trading activity or use any non-public information of the Company obtained in the course of our duty for own benefit or for the benefit of others.
- Involve in spreading false information or engage in activities to manipulate the market.

Money Laundering & Terrorism Financing

Money laundering and terrorism financing are financial crimes with economic effects. We take appropriate measures for detecting and preventing money laundering and terrorism financing.

Do's

- We are committed to comply with Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 ("AMLATFA").
- We must conduct due diligence to understand the business and background of our business partners.
- We do not aid in money laundering and terrorism financing activities.

Don'ts

- Red flags on the third parties' reputation.
- Third parties who are reluctant to provide detailed information about their businesses.
- Inability to verify documents during the due diligence process.
- False documentations provided by the third parties.
- Suspicious transactions to/from locations of concern.
- Unusual requests to split total payment in several separate transactions.
- Transactions that are unusual and non-transparent.
- Transactions that are not conducted on a face-to-face basis.
- Recipients of funds are unclear and do not involve actual beneficial owners.
- Large cash transactions.



ANTI-CORRUPTION

Anti-Corruption Measures

This section outlines the overall elements of the integrity and anti-corruption initiatives and measures in compliance with the requirements pursuant to the Malaysian Anti-Corruption Commission (MACC) Act 2009 and any other relevant laws and regulations.

MACC Act Offences

There are four (4) main offences stipulated in the MACC Act 2009:

1. Solicitation/receiving gratification (Section 16(a) & 17(a));
2. Offering/giving gratification (Section 16(b), 17(b) and 17A);
3. Intending to deceive the principal (false claim) (Section 18); and
4. Using office or position for gratification (abuse of office/position) by an official of a for public body (Section 23).

MACC Section 17A Offence

MACC Section 17A states that a commercial organisation commits an offence if a person associated with it corruptly gives, offers or promises any gratification (bribe) to any person with an intent to obtain or retain business or a business advantage for the said commercial organisation.

MACC Section 17A Penalty

Where found guilty, Section 17A imposes a heavy penalty of:

- A fine not less than 10 times the value of the bribe or RM 1 million, whichever is higher;
- Imprisonment of term not exceeding 20 years; or
- A combination of both.

Listing Requirements

The Company is also committed to be in compliance with the Main Market Listing Requirements and Malaysian Code on Corporate Governance in relation to anti-corruption measures.

Bribery & Corruption

The Company is committed to the highest standards of integrity and has a zero-tolerance approach to bribery and corruption.

Do's

- Develop business relationships free of bribery and corruption.
- Commit to conducting our business in an open, transparent, honest and ethical manner.
- Comply with applicable anti-bribery and anti-corruption laws and policies including the Anti-Corruption Policy & Guidelines.
- Report potential or actual bribery and corruption incidences via the Reporting Channels. Refer to 'Raising Concerns' section.
- Beware of red flags.
- Sign the Declaration of Integrity and Declaration of Interest as required.
- Communicate our Company's stance on anti-corruption to your team members and any third parties you are engaging with. Conduct due diligence when dealing with third parties including business partners. Please refer to 'Dealing with Business Partners' section.
- Attend mandatory anti-corruption training.
- Keep accurate records and documentation (e.g. invoices, expense reports, business records, etc).

Don'ts

- Offer, give, solicit, receive or promise bribes/kickbacks be it in the form of cash, or cash equivalents or other incentives as an inducement to gain any commercial, contractual, regulatory and/or personal advantage.
- Participate in or facilitate corrupt activity.
- Make facilitation payments to expedite approvals by people in a position of authority.
- Misuse your position or UEM Sunrise's name for your personal benefit, or to the detriment of the Company.
- Fail to report any actual or suspected incidents of bribery and corruption.
- Conceal, alter, destroy or otherwise modify any information related to incidents of bribery and corruption.
- Offer business or employment opportunities for the benefit of another party in exchange for them awarding a contract to UEM Sunrise.
- Collude with business partners in making false claims relating to work orders/projects/products and services.

Conflict of Interest

We are obligated and committed to act in the best interests of UEM Sunrise and therefore must avoid any act or situation where the interests of UEM Sunrise will be put at risk.

Do's

- We operate and make business decisions in the best interest of the Company and we must avoid situations where there may be real, potential or perceived conflicts of interest.
- Always declare conflicts of interest where business, financial, relatives, associates, family, political or personal interests could interfere with your judgment in carrying out your duties for the Company, leading to the interests of the Company being undermined or the Company being put at a disadvantage.
- Board members and employees must declare all such interests upon joining the Company, as and when an actual, potential or perceived conflict arises, and on an annual basis based on the calendar year e.g. 1 January. It must also be done on a quarterly basis for shareholding disclosure.
- If we find ourselves in a situation of conflict before the annual declaration exercise, we must declare it in writing within 5 business days.
- Abstain from participating in the Company's decision-making process or any activities that may hinder us from acting in the best interest of the Company.

Don'ts

- Use your position in the Company for your own or your family member, relative and associate's personal advantage or financial interest.
- Make use of the Company's confidential information for personal or pecuniary interest.
- Use your authority over an employee of the Company to gain undue advantage over a third party.
- Interested or engaged in activities/gainful employment which adversely interfere with the time and attention in performing our employment duties and responsibilities to act in the best interests of the Company.
- Own, directly or indirectly, shares in any land, equipment or privately held business enterprises which derive income or receive any payment from contractual or other business arrangements with the Company.
- Own, directly or indirectly, a significant interest in any publicly held business enterprises which derive any income or receive any payment from contractual or other business arrangements with the Company, or competes directly with the Company.
- Be involved, directly or indirectly, in the management or business activities of any publicly listed business enterprise or competitor without consent from the Company.
- Conceal any actual, potential or perceived conflicts of interest that may put your integrity, credibility and decision-making process into question.
- Make decisions when there is an actual, potential or perceived conflict of interest arising from a relationship between you and the other party without first making a disclosure to the Company.
- Have a family member in a position of influence or control, directly or indirectly, in entities which UEM Sunrise currently conducts business with.
- Divert business away from and causing loss to UEM Sunrise.

Gifts

Our decisions must never be influenced by gifts provided through our business relationships. We do not use gifts to gain a business advantage or otherwise act with corrupt intent to influence the actions of third parties, either directly or through people acting on our behalf.

Do's

- Ensure that the provision of gifts is for a proper and legitimate business purpose only, and not used to secure an improper advantage or otherwise improperly influence the recipient.
- Commit to a "No Gift Policy". Only gifts within the exceptions and thresholds as mentioned in the Gifts & Hospitality Policy are allowed.
- Inform third parties of UEM Sunrise's "No Gift Policy" and request the aforementioned parties to respect and adhere to the Company policy.
- When a gift is offered to you, the 4R Concept must be applied – Refuse, Return, Redistribute & Retain.
- You and any of your immediate family members must not accept any form of gifts or favours or gratuities or kickbacks from current and potential vendors, contractors, suppliers, clients, or any other party.
- Exercise proper care and judgment when handling gifts by maintaining the highest degree of integrity, avoiding conflicts of interest.
- Refrain from taking advantage of your position or exercising your authority to further your own personal interest at the expense of the Company.
- Declare all gifts that do not fall under the thresholds and/or exceptions to the People and Corporate Services Division.

Don'ts

- Offer or accept any gift of cash or cash equivalents including tickets, discounts, coupons and gift vouchers from parties UEM Sunrise does business with.
- Offer or accept gifts which would contravene the Gifts and Hospitality Policy.
- Offer or accept any gifts that may create a sense of obligation, or which come with a direct/indirect suggestion, hint, understanding, implication or expectation that in return for the gift, a particular outcome is required.
- Offer or accept gifts that could create a conflict of interest, or which could be perceived as such.
- Offer or accept gifts that would be illegal or breach of any local or foreign bribery and corruption laws.
- Offer or accept gifts that are lavish or excessive, e.g. valued above the threshold permitted by the Company or may adversely affect the reputation of UEM Sunrise.
- Accept gifts that are delivered off-site (i.e. your home) from business partners or any other parties engaging with UEM Sunrise.
- Provide gifts to government officials without prior approval from the Chief Executive Officer.

Hospitality

Our decisions must never be influenced by hospitality provided through our business relationships. We do not use hospitality to gain a business advantage or otherwise act with corrupt intent to influence the actions of third parties, either directly or through people acting on our behalf.

Do's

- Ensure that hospitality is provided for a proper and legitimate business purpose, and not used to secure an improper advantage or otherwise inappropriately influence the recipient.
- Ensure that hospitality provided is not lavish, excessive or exceptionally expensive.
- Be aware of all applicable anti-bribery and corruption laws, especially when dealing with government officials, to avoid providing hospitality that could be regarded as a form of bribery or corruption.
- Comply with the Gifts and Hospitality Policy and the thresholds set by the Company.
- Obtain prior approval from the Chief Executive Officer for any hospitality that would involve government officials and notify your Head of Department or Division.
- If you have any doubts, always consult your Head of Department or Division, or the People & Corporate Services Division for advice.

Don'ts

- Offer or accept hospitality/entertainment that could create undue influence on any party in exchange for some benefit, advantage or provision. Acts of this nature can be construed as an act of bribery or corruption and may result in a criminal prosecution.
- Offer or accept personal services that may put ourselves or others in a position of conflict that could influence your decision and/or be perceived negatively as a compromise of your integrity.
- Offer or accept any hospitality/entertainment that would be perceived as extravagant, lavish or excessive or may adversely affect the reputation of the Company.
- Offer or accept hospitality/entertainment frequently to or from the same person or party over an extended period of time.
- Offer or accept any hospitality/entertainment by parties currently engaged in a UEM Sunrise tender or competitive bidding exercise.
- Offer or accept any hospitality/entertainment that would be illegal or in breach of any applicable local or foreign bribery laws and regulations.

Donations & Sponsorships

We only undertake social or philanthropic programmes that are in line with respective business strategies or that will benefit the broader interests of the community, while complementing the efforts of the Government.

Do's

- Ensure that contributions are in line with the Company's policy and guidelines on donations, sponsorships and Corporate Social Responsibility (CSR) and made to legitimate organisations such as those registered with the Registrar of Society (ROS).
- Ensure that due diligence is carried out on all parties who are requesting /receiving the charitable donations and sponsorships to check them for legitimacy.
- Ensure that any funding or contribution made is in compliance with all applicable laws and not made to improperly influence a business outcome, or perceived to provide an improper advantage to the Company.
- If there are Politically Exposed Persons (PEP) involved, extra caution must be exercised to ensure that any contributions made are used for the purpose intended, and not as a real, potential or perceived cover for corruption or prohibited political payments.
- Resolve all red flags before committing to any contribution.
- Ensure all contributions made are properly documented, receipted and recorded in official financial records.
- Always consult the Integrity & Governance Unit or the Legal Department if there are any matters of concern regarding donations and sponsorships.

Don'ts

- Commit to any contribution without first undergoing the proper processes and procedures (especially due diligence) to evaluate the legitimacy of the request.
- Circumvent any policies, procedures or guidelines put in place to prevent contributions being used as a subterfuge for bribery and other illegal payments.
- Provide contributions to parties engaging with the Company during or soon after a contract negotiation or other significant event.
- Use donations and sponsorships to secure business deals or to influence decision making.
- Contribute on behalf of UEM Sunrise to political parties, party officials or candidates for political office.
- Use UEM Sunrise's logo and name for any political contributions.
- Make Zakat payments to any unidentified third party account.
- Conceal, alter, destroy or otherwise modify any relevant information which may raise potential red flags that would require additional investigation, particularly those involving PEPs.

Facilitation Payments

We do not offer or make facilitation payments or allow others to offer or make facilitation payment to gain access, secure or expedite the performance of a routine or function.

Do's

- Be aware of signs that you are being asked for or being offered a facilitation payment.
- Communicate the Company's stance on facilitation payments to relevant parties you are engaging with.
- Always ask for official receipts for all payments.
- Refuse to make any facilitation payment. In the event of an extortion payment where you are threatened or at risk of harm (i.e. safety, health, liberty and security), payment may be made. Immediately report all such incidents to your line manager, Head of Department or Division and the Integrity & Governance Unit.

Don'ts

- Accept or obtain, either directly or indirectly, facilitation payments from any person.
- Make facilitation payments of any kind, even from your own pocket, as these can still get both you and the Company into trouble.
- Fail to report any real or suspected incidents of requests for facilitation payment.

Dealing with Government Officials

When interacting with the officers, we follow high ethical standards and act in a transparent manner while maintaining good working relationships.

Do's

- Deal with government officials in an open, transparent and professional manner.
- Ensure that any hospitality/entertainment provided or offered to government officials is permitted under local laws, as it may be deemed as bribery in certain countries or companies. Ensure that you always fully comply to all applicable laws and regulations.
- Ensure that any hospitality/entertainment extended is commensurate with the government official's position/designation and not based on his/her popularity, political standing or your familiarity with the government official.
- Exercise proper care and judgment to ensure that there is no conflict of interest arising on either side when engaging with the government official.
- Resolve all 'red flags' before providing any gift, hospitality or entertainment to the government official.
- Keep detailed documentation of any interaction with government officials such as invoices or receipts.

Don'ts

- Circumvent any laws or policies with regards to gifts, hospitality or entertainment or provide any illegal payments to government officials, even if it means the Company might lose out on business opportunities as a result.
- Be too complacent with government officials or local customs that you might think you are familiar with as a result of failing to check for changes to any local laws or company policies.
- Offer or receive gifts or hospitality/entertainment to or from government officials in order to dishonestly influence decision making.
- Act on your own accord when providing gifts or hospitality/entertainment to government officials. Always seek approval from the Chief Executive Officer with a notification to Integrity & Governance Unit and notify your line manager, Head of Department or Division.
- Fail to report any actual or suspected incidents of bribery or corruption to the Company via the whistleblowing channel.
- Conceal, alter, destroy or modify any documentation such as invoices or receipts that relate to gifts or hospitality/entertainment provided to government officials.
- Offer gifts or hospitality/entertainment to the government official's families, or approve any requests by government officials to transfer any gifts or hospitality/entertainment to their family members.

Dealing with Business Partners

We want to work with business partners who have similar values as us and uphold the same standards as we do.

Do's

- Engage third party for services only if there is a genuine business need, and only in necessary amount.
- Conduct due diligence to understand the business and background of our business partners before agreeing to appointment.
- Only do business with business partners who share our values and our commitment in anti-corruption and comply with our Policies and all applicable legal requirements.
- Communicate the Code of Conduct for Business Partners and the Anti-Corruption Policy & Guidelines to the business partners you engage with.
- Ensure business partners sign the Declaration of Interest and Declaration of Integrity.
- Encourage business partners to report any actual or suspected incidents of bribery or corruption to the Company or authorities.




Don'ts

- Engage business partners implicated in bribery or corruption.
- Engage business partner without proper selection and without a due diligence process.
- Engage business partners that resisting the Code of Conduct for Business Partners and Anti-Corruption Policy & Guidelines as well as other standards and requirements, such as Health, Safety and Environment Policy.
- Engage business partners owned or controlled by government officials who claim that they can exert an improper influence over the decision making of the government and/or its officials.
- Engage business partners that do not address concerns, take corrective actions proactively or highlight audit findings in a timely manner.
- Influence the decision-making process of business partners with gifts, hospitality/entertainment or other similar benefits.
- Make any misrepresentation with regard to the Company's capabilities or products for the purpose of securing contracts or getting customers.

Raising Concerns

- You are obligated to raise a concern promptly should you become aware of a potential or suspected violation of the Code, Anti-Corruption Policy & Guidelines or any Policies or applicable laws and regulations.
- Always provide details and specific information to allow for proper assessment of the nature and extent of the concern.
- You may raise a concern via the UEM Sunrise Reporting Channels, or you may lodge a report with the Royal Malaysian Police, Bank Negara Malaysia, the MACC or any other enforcement agencies.
- You may raise a concern anonymously. However, UEM Sunrise can only provide whistleblower protection where the identity of the person making the report is made known to the Company.
- Always make a report in good faith, with reasonable belief that it is true, and not maliciously or for personal gain. Any person found to make a false allegation for malicious purposes will not receive whistleblower protection but instead be subjected to disciplinary action and/or legal action by UEM Sunrise.

Reporting Channels

-  Talk to your line manager or Head of Department or Division; or
-  Send a report through online Secured Postbox; or
-  Write to Board Governance & Risk Committee Chairman through online Direct Message

For more information on UEM Sunrise Whistleblowing Policy, visit whistleblower.uemsunrise.com

uemsunrise.com