

# Business Principles

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**GANTI TEKNOLOGI SDN. BHD.**

(Reg. No. 79220 -M)

**Innovative Solutions**





## INTRODUCTION

The GTSB Business Principles govern how we conduct our affairs and apply equally to corporate actions and to the behavior of individual employees in conducting GTSB's business. They are subject to applicable laws.

We are driven by our mission to enhance the competitiveness of our clients by providing them with innovative technological solutions.

We aspire to be the leading business solutions provider by bringing together our understanding of our clients' businesses with our strengths in information and communications technologies.

We seek a high standard of performance, maintaining a strong long-term and growing position in the competitive environments in which we choose to operate.

We wish to be a responsible partner in society, acting with integrity towards our shareholders, customers, employees, suppliers and business partners, competitors, governments and their agencies, and others who can be affected by our activities.

## OUR VALUES

Our core values are honesty, integrity and respect for people. We also firmly believe in the fundamental importance of trust, openness, teamwork and professionalism, and pride in what we do.

The foundations for our reputation shall be quality, responsiveness, and keeping close to our customers.

## COMMITMENT TOWARDS SHAREHOLDERS

It is of central importance to us to conduct our operations in accordance with the highest standards of internationally accepted principles of good corporate governance.

We aim to achieve consistently good return on equity, with the intention of maintaining a sustainable dividend payment to shareholders, while at the same time retaining sufficient funds in the company to generate profitable growth.

We attach great value to our relations with our shareholders and the financial markets and will provide timely, regular and reliable information on our activities, structure, financial position and performance.



## COMMITMENT TOWARDS CUSTOMERS

Our goal is to constantly delight each customer with our innovative solutions. To this end, we will maintain an ongoing dialogue with our customers. We are committed to listen to and learn from them, so that we are able to design and deliver the solutions they really want and need. We will always deal with our customers in a fair and forthright manner, maintaining the highest levels of integrity.

## COMMITMENT TOWARDS EMPLOYEES

We value our employees as a key resource. An atmosphere of good employee communication, involvement and responsibility is of central importance, and we encourage personal development and optimum use of talents. We encourage the involvement of employees in the planning and direction of their work and will provide them with channels to report concerns.

We will do all that is reasonable and practicable to provide our employees with good and safe working conditions, and competitive terms and conditions of employment.

Every employee has equal opportunities and will be treated equally in employment and occupation regardless of personal background, race, gender, nationality, age, or religious belief. The same applies to the recruitment of employees. We strive to offer equal pay for equal work performed at equal levels at similar locations. No form of harassment or discrimination will be tolerated.

We recognise that commercial success depends on the full commitment of all employees.

## COMMITMENT TOWARDS SUPPLIERS AND BUSINESS PARTNERS

We seek mutually beneficial relationships with our suppliers and business partners. We seek to award business to suppliers and business partners who are committed to act fairly and with integrity towards their stakeholders and who observe the applicable laws of the countries in which they operate.



## BUSINESS INTEGRITY

### ***Bribery***

We insist on honesty, integrity and fairness in all aspects of our business and expect the same in our relationships with all those with whom we do business. The direct or indirect offer, payment, soliciting or acceptance of bribes in any form is unacceptable. Facilitation payments are also bribes and should not be made.

### ***Third Party Interest***

Employees must avoid conflicts of interest between their private activities and their part in the conduct of company business. Employees must also declare to GTSB potential conflicts of interest.

Employees are not allowed to have any direct or indirect financial interest in a supplier or competing company with the exception of a financial interest in a publicly traded company.

### ***Records of Transactions***

All business transactions on behalf of GTSB must be reflected accurately and fairly in the accounts of the company in accordance with established procedures and are subject to audit and disclosure.

### ***Political Payments***

GTSB shall not make payments or donations, in money or in kind, to political parties, political organizations or individual politicians.



## COMMUNICATION AND ENGAGEMENT

We recognise that regular dialogue and engagement with our stakeholders is essential. We are committed to reporting of our performance by providing full relevant information to legitimately interested parties, subject to any overriding considerations of business confidentiality.

In our interactions with employees, business partners and local communities, we seek to listen and respond to them honestly and responsibly.

## ASSETS AND INFORMATION

### ***Use and protection of assets***

Each employee is responsible for the proper use, protection and conservation of GTSB's assets and resources as well as confidential information disclosed to GTSB by its business partners. GTSB's assets and resources, as well as any opportunities arising by virtue of one's position, are to be used solely to pursue and achieve GTSB's goals and not for personal benefit.

### ***Improper disclosure***

GTSB regards information for the purpose of its business as a corporate asset that must be protected against loss, infringement and improper use and disclosure.

GTSB is committed not to make use of information disclosed to it by a third party if it is suspected that the discloser thereby violates an obligation of confidentiality, unless the information:

- is generally available to the public other than as a result of disclosure by GTSB;
- has been developed independently by GTSB; or
- becomes available to GTSB either on a non-confidential basis from a third party who is not bound by any confidentiality obligations or by operation of law.



## LIVING BY OUR PRINCIPLES

Our shared core values for honesty, integrity and respect for people, underpin all the work we do and are the foundation of our Business Principles.

The Business Principles apply to all transactions, large or small, and drive the behaviour expected of every employee in GTSB in the conduct of its business at all times.

We are judged by how we act. Our reputation will be upheld if we act in accordance with the law and the Business Principles. We encourage our business partners to live by them or by equivalent principles.

We encourage our employees to demonstrate leadership, accountability and teamwork, and through these behaviours, to contribute to the overall success of GTSB.

It is the responsibility of management to lead by example, to ensure that all employees are aware of these principles, and behave in accordance with the spirit as well as with the letter of this statement.

Ravi Kumar Ganti  
Chief Executive  
September 2006

Inspired by: Shell's and Philips' Business Principles