



Introduction

As a business rule and as part of registration process, AOS expects its Suppliers and Subcontractors to understand the Code OF Ethics that they would need to comply with and adhere to.

Compliance with Laws

In general, Suppliers and Subcontractors must comply with all regulations and laws applicable in the countries where they carry out their activity or buy goods and services.

AOS expects from its Suppliers and Subcontractors, as a minimum requirement, to comply with the requirements of the Code of Ethics.

Scope

The Code of Ethics is a condition under any contract entrusted by AOS to its Suppliers and Subcontractors.

By accepting any order from AOS, the Suppliers and Subcontractors undertake that all its activities shall comply with the provisions contained in the Code.

The rules and requirements set out in this Code shall be in addition to the provisions of any contract or legal agreement between the Suppliers/Subcontractors and AOS, and shall not be substituted.

1. Employee Rights

When comes to employee, AOS expect its Suppliers and Subcontractors to comply as follows:-

- Treat employees equally with respect and dignity.
- prohibiting forced labor or child labour
- Non-discrimination practices
- as a minimum requirement, its Suppliers and Subcontractors to pay a regular salary and to pay overtime at the legal rate.

2. Commercial Ethics

- Suppliers and Subcontractors conduct their activities in compliance with the laws and conventions to promote free and fair competition.





- Suppliers and Subcontractors must comply with all applicable laws and regulations; and undertake to prevent any form of corruption, extortion and bribery, money laundering, and illicit business practices
- The Suppliers and Subcontractors shall comply to AOS ISO 37001:2018 Antibribery Management System.
- Suppliers and Subcontractors undertakes to promote and apply the principles of this Code of Ethics to its own suppliers, subcontractors and other providers.

3. Preventing Conflict of Interest

- Suppliers and Subcontractors must report any private interest that could be in conflict with the interests of AOS must be reported to the Management of AOS.
- The Suppliers and Subcontractors undertakes to refrain from situations of conflict of interest and not to participate in any meeting or decision subject to conflict of interest.
- It is forbidden for Suppliers and Subcontractors to offer gifts, money or any form of benefits to AOS employees (or their family members).

4. Confidentiality

- Suppliers and Subcontractors must respect AOS intellectual property rights, industrial, information and commercial secrets and may only use them within the limits provided for in their contract with AOS.

5. Compliance for Quality, Health Safety & Environment (QHSE)

5.1 Respect for the environment

AOS is certified ISO 14001: 2016 Environmental Management System.

AOS expects its Suppliers and Subcontractors to share its commitment to a clean and safe environment by reducing as much as possible the consumption of energy and natural resources, producing as little waste as possible, controlling the emissions of effluents and any other forms of pollution.





5.2 Health and Safety

AOS is a certified ISO 45001: 2018 Health and Safety Management System

Suppliers and Subcontractors working with AOS are encouraged to prioritize health and safety and as a minimum to comply with all applicable laws, regulations standards and norms in the field of health and safety.

5.3 Quality

AOS is a certified ISO 9001: 2015 Quality Management System

Suppliers and Subcontractors are entirely responsible for the quality of the products and services delivered and to ensure that all products and services provided comply with the requirements of AOS and its customers.

6. Rules of Conduct and Deficiencies

6.1 Principles

The Suppliers and Subcontractors of AOS acknowledge that they are in compliance with the principles set out in this Code of Ethics.

In the event of serious or repeated non-compliance by a Supplier with the provisions of the Code of Ethics, AOS reserves the right to conclude commercial relations with the Suppliers and Subcontractors, without this affecting the damages that AOS may claim.

6.2 Vigilance

The role of AOS Providers is not limited only to the acknowledgement of this Code of Ethics.

If ethics or legal compliance issues arise the Suppliers and Subcontractors have the responsibility to report them.

6.3 Transparency

Suppliers and Subcontractors must be transparent and share data with AOS on the Code of Ethics compliance and in particular of its principles relating to business ethics, the fight against corruption, human rights, labour rules and commitment to environmental protection.





7. Supplier Confirmation

Quality	
1	Does your company certified with ISO 9001 (QMS)? <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes, please provide us with the certificate.)
2	Does your company have Quality Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Does your company agree to follow and comply with Asian Offshore Services Sdn Bhd Quality Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
Occupational Safety, Health & Environment	
4	Does your company certified with ISO 45001 (OSHMS) and/or ISO 14001 (EMS)? <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes, please provide us with the certificate.)
5	Does your company have Safety and Environmental Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
6	Does your company agree to follow and comply with Asian Offshore Services Sdn Bhd Safety and Environmental Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
7	Has your company been subject to any occupational, safety and environmental regulation action in the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes, please provide details)
Anti-Bribery & Corruption	
8	Does your company certified with ISO 37001 (ABMS)? <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes, please provide us with the certificate.)
9	Does your company have Anti-Bribery/ Corruption Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No





10	Does your company agree to follow and comply with Asian Offshore Services Sdn Bhd Anti-Bribery/ Corruption Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
11	Does your company agree to follow and comply with Asian Offshore Services Sdn Bhd No Gift Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
12	Has your company, director, or officer been subject to any fraud, bribery, corruption, money laundering, tax evasion, sanction, or export control evasion or anti-trust regulation action in the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes, please provide details)
Modern Slavery	
13	Does your company have policy/ procedure/ process that are relevant to the prevention of modern slavery? <input type="checkbox"/> Yes <input type="checkbox"/> No
14	Does your company employ manpower under 17 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Has your company been subject to any slavery or child labor regulation action in the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes, please provide details)

We, the undersigned, hereby confirm that:

- We received and took note of the content of the Code of Ethics for suppliers and subcontractors of AOS;
- We are aware of all applicable laws and regulations in force in the countries where our company operates;
- We will report to AOS any suspicion of violation of the Code;
- We will comply with the requirements of the Code of Ethics for suppliers and subcontractors of AOS;





- We will inform all employees, suppliers, subcontractors and performers about the content of the Code of Ethics for suppliers and subcontractors of AOS, and we will ensure that they also comply with the provisions contained therein.

We hereby authorize AOS and any other organization acting on behalf of AOS to conduct audits at any time with or without notice on our premises and the business premises of our subcontractors to verify compliance with the content of the Code of Ethics for suppliers and subcontractors of AOS.

Company Name

Registration number /Company registration number

Surname – First name / Title

Date

