



MALAYSIA–THAILAND JOINT AUTHORITY (MTJA)

ANTI-BRIBERY AND ANTI-CORRUPTION POLICY

Effective Date: 2nd May 2023

MTJA
ANTI – BRIBERY AND ANTI – CORRUPTION POLICY

Receipt and Acknowledgement

I, _____,

NRIC/Passport No: _____

hereby confirm receipt of a copy of the
MTJA Anti – Bribery and Anti-Corruption Policy
which I acknowledge, and
I am required to read and follow.

Signature: _____ Date: _____

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1. STATEMENT OF PRINCIPLES AND COMMITMENT

MALAYSIA-THAILAND JOINT AUTHORITY (“**MTJA**”) is committed to act professionally, fairly and with integrity in all our business dealings, wherever MTJA operates. MTJA is determined in conducting our business in a transparent, honest and ethical manner.

Bribery and corruption are not only against MTJA values, they are illegal and can expose both the Personnel and MTJA to fines and penalties, including imprisonment and reputational damage.

“Corruption” means abuse of entrusted power or authority for private gain, including bribery, extortion, fraud, deception, collusion, cartels, embezzlement, money-laundering and other similar activities.

“Bribery” means the offering, promising, giving, accepting or soliciting of an advantage, in any form, as an inducement for an action which is illegal or a breach of a person’s fiduciary responsibilities.

In this respect, MTJA adopts a zero-tolerance approach towards all forms of corruption and bribery.

This Policy aims to provide guidance to MTJA Personnel on how to deal with improper solicitation, bribery and other corrupt activities and issues that may arise in the course of MTJA business. Further, the guidance provided in this Policy is to be read together with MTJA’s Terms and Conditions of Service 2016 which provides MTJA’s corporate values of professionalism, integrity, team spirit, commitment, respect and trust. Collectively, they are intended to prevent situations giving rise to acts of bribery and corruption.

Any questions about this Policy or doubts about any acts or circumstances arising in the course of business which require clarification, MTJA Personnel may consult and seek advice from the Business Support and Legal Services (BSLS) Department.

2. INTRODUCTION

2.1 Scope

This Policy applies to all MTJA’s employees (collectively, “**Personnel**”). All Personnel shall strictly comply with the provisions of this Policy during their appointment, employment or engagement with MTJA.

Further, the respective Personnel shall ensure that vendors, suppliers, contractors, sub-contractors, consultants, agents, representatives, joint venture partners and any other person who perform work or services, for and on behalf of MTJA (collectively, “**Third Parties**”), are informed of the requirements set out in this Policy and of the need for them to comply with the requirements set out in this Policy.

2.2 Corruption

The MTJA and its Personnel, shall observe the provisions of the relevant laws regarding corruption.

In addition to the general definition as in the Principles stated in Paragraph 1, the offences related to corruption and bribery include the following—

- (i) Accepting gratification.

It is an offence if the Personnel corruptly solicits or corruptly offers to any person any gratification as an inducement or reward for doing or forbearing to do an act.

- (ii) Giving or accepting gratification by agent.

It is an offence if a Personnel, who is acting as an agent of MTJA, corruptly accepts or obtains, any gratification for any act in relation to MTJA's affairs or business. It is also an offence if a Personnel corruptly gives, or agrees to give or offers, any gratification, to any agent to influence his act in relation to his principal's affairs or business.

- (iii) Intending to deceive principal by agent.

It is an offence if a Personnel, who is acting as an agent of MTJA, uses any receipt, account or other document that contains false or erroneous particulars with the intention to mislead MTJA, or with the intention to mislead the principal of an agent whom the Personnel is dealing with.

- (iv) Corruptly procuring withdrawal of tender.

It is an offence if a Personnel offers any gratification to any person as an inducement or a reward for him to withdraw his tender. It is also an offence if a person solicits or accepts any gratification as an inducement or a reward for a Personnel to withdraw a tender.

- (v) Bribery of officer of public body.

It is an offence if a Personnel offers to an officer of any public body, any gratification as an inducement or reward for the purposes of influencing his actions in relation to his official duties.

- (vi) Bribery of public officials.

It is an offence if a Personnel offers to any public officials whether domestic or foreign, any gratification as an inducement or reward for purposes of influencing his actions in relation to his official duties.

Gratification and corruption come in different forms such as—

(a) Forms of gratification

Examples of gratification are as follows—

- (i) Money, donation, gift, loan, fee, reward, valuable security.
- (ii) Any office, dignity, employment, contract of employment or services.
- (iii) Any payment, release, discharge or liquidation of any loan.
- (iv) Any valuable consideration of any kind, discount, commission, rebate, bonus.
- (v) Any forbearance to demand for any money or money's worth.
- (vi) Any other service or favour of any description.
- (vii) Any offer, undertaking or promise of any gratification.

(b) Forms of corruption

Corruption may be in a variety of forms, including but not limited to—

- (i) Bribery.
- (ii) Embezzlement.
- (iii) Abuse of power.
- (iv) False claims.
- (v) Collusion/Bid-Rigging.

There are multiple other risk areas where corrupt elements may arise. These risk areas are dealt with in detail in Paragraph 3 of this Policy.

2.3 Expectations

Each Personnel shall not commit or involve in any form of corruption. As a Personnel, he or she is also responsible to uphold the good name and reputation of MTJA.

For purposes of compliance, the following (non-exhaustive) are expected of each of the Personnel—

(a) MTJA Management

- (i) Ensure subordinates understand and comply with the law as well as the requirements in this Policy.

- (ii) Implement and enforce this Policy.
 - (iii) Demonstrate model behaviour and lead by example.
 - (iv) Be watchful and be alert of signs of possible misconduct or inappropriate behaviour.
 - (v) Provide adequate training and exposure on compliance requirements under this Policy.
 - (vi) Reject and do not condone any improper practices and abuse of power.
 - (vii) Encourage the use of the whistleblowing channel of MTJA and give assurance on whistleblowing protection.
 - (viii) Take strict actions when required.
- (b) MTJA Personnel
- (i) Take interest in and strictly comply with regulatory policies implemented by MTJA.
 - (ii) Must always uphold honest and ethical behaviours, in line with MTJA's corporate values.
 - (iii) Must not condone improper practices.
 - (iv) Be watchful and be alert of signs of possible misconduct or inappropriate behaviour.
 - (v) Report suspicious transactions or improper practices and misconduct via the whistleblowing channel of MTJA.

3. RISK AREAS

3.1 Gift, Entertainment and Corporate Hospitality

In line with MTJA's commitment to prevent corruption and create an open, transparent and honest work environment, MTJA has a strict policy on gifts, entertainment and corporate hospitality.

(a) Gifts

MTJA does not wish to encourage the giving of gifts or the provision of gratuitous services by Third Parties, as this could place such Personnel in a position whereby their independent business judgement may be prejudiced. However, it recognizes that during certain festive seasons it may be customary for Third Parties to give consumable gifts, e.g. hampers, to Personnel and that there are also a variety of small gifts and souvenirs such as calendars, diaries, desk diaries, momento gadgets which have little or no monetary value, and which are traditionally given to Personnel by such

parties at certain times of the year. In recognition of the foregoing, the MTJA's policy is as follows—

- (i) Personnel should not accept any gifts of a substantial value or of a cash nature or the offer of gratuitous services from Third Parties, whether they be offered/made directly or indirectly or whether they be made to the Personnel or to his/her family.
 - (ii) All gifts of whatever nature and of a substantial value received by a Personnel or his family, either directly or indirectly, from the Third Parties, other than "souvenir" items such as calendars, diaries, desk diaries, memento gadgets which have little or no monetary value, must, upon receipt, be reported in writing by the recipient to the Senior Management of MTJA.
 - (iii) The Personnel shall consult with the Senior Management of MTJA for advice on whether or not the gift may be retained. The general principle guiding this decision shall be that only gifts of a festive seasonal nature, which are consumable or a "souvenir" item and of a low monetary value (less than USD250 or equivalent), shall be allowed to be retained; all other gifts shall have to be returned forthwith.
 - (iv) Personnel or his family should not solicit gifts from such parties.
 - (v) The onus to report gifts received rests entirely upon the Personnel involved. Whereas MTJA shall, from time to time, remind Personnel of this obligation by circulars and shall also advise contractors and suppliers of MTJA's policy. If any Personnel is in doubt as to whether a "souvenir" item exceeds the criteria laid down above, it is recommended that the item be reported.
- (b) Entertainment

It is not unusual, in the course of business, for Personnel and their spouses to be entertained by Third Parties.

The following factors should be given consideration when deciding if the relevant entertainment and corporate hospitality is appropriate—

- (i) **Bona fide:** Can the entertainment and corporate hospitality be linked to any dishonest purpose or cause? Will it create expectations or place the recipient under any obligation?

- (ii) **Integrity:** If the provision or receipt of entertainment and corporate hospitality be made known to others in MTJA and the public, would it harm the reputation of MTJA and cast doubt on the integrity of the person involved?
- (iii) **Proportionality and reasonableness:** Do the entertainment and corporate hospitality appropriate to the relationship and accord with general business practices?
- (iv) **Transparency:** Are the entertainment and corporate hospitality carried out in a covert manner?
- (v) **Frequency:** Does the frequency of entertainment and corporate hospitality exceed a reasonable frequency?

Where such entertainment and/or corporate hospitality becomes a regular feature, exceeds a reasonable scale or goes against the above criteria, Personnel shall report it to the Senior Management of MTJA.

3.2 Donations, Sponsorship and Corporate Social Responsibilities (“CSR”)

It is important that all donations, sponsorships and CSR are made in a legitimate manner and adhere to the values that MTJA subscribes to as an International Organisation.

The MTJA’s policy on Donations, Sponsorships and CSR is as follows:

(a) Donations and Sponsorships

Donations are the giving or providing of cash, venues, equipment, Personnel’s time or other benefit to a charity, an individual or organisation. Examples of donations include but are not limited to donation to different charities supporting different kind of causes such as international famine relief, flood or national disaster, education policy and reform, and food banks.

Sponsorships are the offering of material support to any project, competition, entertainment, activity or event. Examples of sponsorships include but are not limited to the following—

- (i) Where Personnel requests for event sponsorships from Third Parties, and
- (ii) Where Third Parties request for event sponsorships from MTJA.

Therefore, Personnel are required to adhere to the following non-exhaustive principles in relation to donations and sponsorships—

- (i) Ensure such contributions are allowed by applicable laws.

- (ii) Obtain all necessary internal and external authorisations.
- (iii) Select well established entities having an adequate organisational structure to guarantee proper administration of the funds.
- (iv) Be accurately reflected in the organisation's accounting books and records.
- (v) Not to be used to cover up an undue payment or bribery.
- (vi) Not made before, during and immediately after contract negotiations.

It is essential that all Personnel ensures that donations and sponsorships are not used to conceal bribery or to circumvent or avoid the provisions of this Policy and/or the laws.

If any donations or sponsorships requests appear suspicious, do not hesitate to turn down the requests.

(b) Corporate and Social Responsibilities (CSR)

All CSR requests must be carefully examined for legitimacy and propriety and not be made to improperly influence any business outcome.

Where there is a CSR request, the relevant Personnel must ensure that the proposed recipient is a legitimate organisation and appropriate steps must be taken to ascertain whether any public officials are affiliated with such organisations. If there are public officials involved, extra caution has to be exercised.

CSR requests that are determined to be legitimate and do not have any affiliations with any public officials must be carefully structured to ensure that the benefits reached its intended recipients.

The general rule is that Personnel invited to serve on local bodies, or as an appointed or elected club officials must be able to combine their outside activities with full-time MTJA employment. Such Personnel must be able to discharge their dual responsibilities satisfactorily both in respect of the time taken up by the outside activity and the compatible nature for the duties involved.

3.3 Procurement

Any procurement decisions must be made based solely on the best interest of MTJA.

For more information on MTJA's policy on purchasing and procurement practices, Personnel shall refer to the Rules and Procedure on Procurement of Goods and Services (MTJA-BS&LS-PP-01) and Rules and Procedure on Procurement of Goods and Services (Supplement No.1) (MTJA-BS&LS-PP-02).

3.4 Conflicts of interest

Conflict of interest arises when a Personnel's personal interest and/or relationship interferes in any way or bears the appearance of interfering to interfere with the interest(s) of MTJA. A situation of conflict may also arise when a Personnel takes any action or has personal interest that may make it difficult to perform his or her work objectively and effectively.

All Personnel shall ensure that they do not participate in activities that will be in conflict with their duties in MTJA. MTJA believes the following guidelines for Personnel are consistent with this basic policy—

- (a) Personnel should not participate in activities, express any statements or behave in a manner which might damage the MTJA's image or which might act against its business principles.
- (b) MTJA recognizes the rights of Personnel in their capacity as citizens to be a member of any lawfully registered political party. Personnel are, however, discouraged from holding office of any kind in these political organisations, so as to avoid possible misunderstanding that their positions in the party may be identified with the MTJA. The same applies to an association or a club that is registered as a political organisation.
- (c) Personnel shall avoid any activity that could potentially create conflict of interest such as a Personnel having personal financial dealings with any individual that is either employed, related, associated or affiliated with Third Parties.

Any Personnel holding any outside business appointment, non-executive directorship, local statutory or public appointment, or owning equity in any companies which have business with MTJA, or whose family have family interests shall report such interests in writing to the MTJA.

3.5 Facilitation payment

Facilitation payments are payments made to secure or expedite the performance by a person performing a routine or administrative duty or function. For example, offering payment to speed up the process of obtaining licenses/permits.

Offering, promising or requesting facilitation payments is prohibited similar to paying or receiving facilitation payments. Facilitation payments can manifest in any form of advantages not limited to cash or another financial asset, with the intention to influence the selected group of people in their duties.

MTJA strictly prohibits the acceptance or provision, whether directly or indirectly, facilitation payments by any Personnel regardless of whether such facilitation payments are for the benefit of MTJA (such as to expedite application processes etc.) or the Personnel himself or any other person. All Personnel must not offer, promise, give, request, accept or receive anything which might reasonably be regarded as facilitation payments.

3.6 Political contributions

MTJA does not make or offer monetary or in-kind political contributions to political parties, political party officials or candidates for political office.

All Personnel are prohibited from the following conducts—

- (a) Using their position within MTJA to try to influence any other person to make political contributions or to support any politicians or political parties.
- (b) Making any contribution or incur any expenditure using MTJA's resources to benefit any political campaign, party or politician in any country.
- (c) Using any of MTJA's facilities, equipment and resources for any political campaign or party functions.

3.7 Recruitment of Personnel

The recruitment of Personnel is based on the approved selection criteria to ensure that only the most qualified and suitable individuals are employed.

Further, all Personnel are required to sign **an Integrity Declaration (annexed as Appendix 1 in this Policy)** upon employment. This is to ensure that all Personnel shares the same value and accountability as MTJA in relation to anti-corruption and bribery efforts.

4. EVALUATION OF RISKS

4.1 Risk assessment

MTJA recognises the need to conduct an organisation-wide risk assessment for purposes of identifying the risk areas in which MTJA may be exposed to the danger of commission of bribery and corruption.

In this regard, MTJA includes assessment of corruption risk as part of its risk assessment exercise. Our corruption risk assessments should be carried out every four years to identify and assess risks of bribery and corruption, which may arise within MTJA or from external factors, that may be detrimental to MTJA.

Below are examples of the areas in which the risk assessment may be conducted on—

- (a) Business activities where there are loopholes that may be exploited for corruption and fraud activities.
- (b) Financial transactions which may be disguised as corrupted payments.
- (c) Business activities in sectors that pose higher corruption risks.
- (d) Non-compliance of Third Parties acting on behalf of MTJA relating to legal and regulatory requirements on anti-corruption.

- (e) Business relationships with external parties in the supply chain that may expose MTJA to risk of corruption.

The BSLS Department is responsible for the organisation-wide risk assessment. The organisation-wide risk assessment includes the following process—

No.	Corruption Risk Assessment Process	Actions
Step 1	Risk Identification	<ul style="list-style-type: none"> ▪ Identifying all relevant corruption and bribery related risks in line with MTJA's business activities. Examples of the areas in which risk assessment can be conducted on are listed above.
Step 2	Risk Measurement	<ul style="list-style-type: none"> ▪ Assessing and rating the identified risks according to their likelihood and impact.
Step 3	Risk Control	<ul style="list-style-type: none"> ▪ Evaluating whether the identified corruption risks can be mitigated by the existing controls. ▪ If the existing controls are inadequate to mitigate the corruption risk, outline corrective action plans to mitigate the identified risks.
Step 4	Risk Monitoring	<ul style="list-style-type: none"> ▪ Monitoring the identified risks and the progress of the corrective action plans taken to ascertain effectiveness.
Step 5	Risk Reporting	<ul style="list-style-type: none"> ▪ Reporting the results to the Senior Management of MTJA.

5. CONTROL MEASURES

5.1 Record keeping

All Personnel are responsible for keeping proper documentation in their course of complying with this Policy. To ensure that MTJA retain proper, complete and accurate records, it is important for all Personnel to observe, amongst others, the following—

- (a) Submit all expenses (including claims relating to expenses spent on gifts, entertainment and corporate hospitality) incurred for Third Parties in accordance with the internal expenses policy and ensure that a reason is recorded for every expenditure.

- (b) Ensure that all donations and sponsorships made are recorded and kept along with supporting documents such as receipts.
- (c) Ensure the maintenance of physical or/and digital records of all due diligence processes.
- (d) Prepare and maintain all accounts, invoices and other records relating to dealings with Third Parties to ensure that they are up-to-date, complete and accurate.
- (e) Not to keep any accounts “off-book” with the intention to facilitate or conceal improper payments.
- (f) Gifts and hospitality received that meets the reporting requirement as listed at 3.1 above must be recorded.

5.2 Reporting

MTJA expects that all Personnel and Third Parties to comply with our high ethical standards and blow the whistle if they experience anything within MTJA that does not comply with our anti-corruption requirements. Please refer to the Whistleblowing Policy for more details on the whistleblowing mechanism.

6. SYSTEMATIC REVIEW AND MONITORING

6.1 Periodical reviews and continuous evaluation

MTJA shall conduct periodical reviews of this Policy at least once every four years. This is to ensure that the Policy is adequate to effectively manage any change in corruption and bribery risks.

The outcome of the review along with the remedial measures (where applicable), will be reported to the Senior Management of MTJA for further appropriate actions.

Based on the outcomes of the reviews, the respective Departments shall implement adequate control measures to address the shortcomings revealed through the review.

6.2 Audit

In addition to the periodical reviews, MTJA shall ensure that there is periodic and proper audit of the anti-corruption programme within MTJA.

An internal audit of the anti-corruption programme is to be periodically carried out to ensure that the control measures are put in place.

6.3 Disciplinary proceedings

In the event any Personnel comes across any non-compliance to this Policy, the Personnel shall report such non-compliance to the Head of Department/Senior

Management of MTJA*. Upon receiving such report, the Head of Department/Senior Management of MTJA shall investigate and determine whether an actual violation of this Policy has taken place, and whether to warrant disciplinary actions.

Further details on the disciplinary procedures and actions which may be taken against misconducts such as corruption and bribery can be found in MTJA's Procedure on Conduct and Discipline (MTJA-BS&LS-SP-06).

7. TRAINING AND COMMUNICATIONS

7.1 Training and awareness

MTJA is committed to provide periodical training on good governance and ethics to our Personnel to ensure they are equipped with the necessary knowledge on prevention of corruption.

The BSLS Department is responsible for organising and coordinating trainings for the Personnel.

7.2 Communications

Besides training, MTJA recognises the importance of communicating MTJA's commitment towards the prevention of corruption and the measures that MTJA takes in this respect to all Personnel for an effective anti-corruption compliance programme.

The BSLS Department is responsible in ensuring that MTJA's commitment towards prevention of corruption and this Policy in particular, are communicated timely and adequately to all Personnel and Third Parties. In ensuring this, the following will also be carried out—

- (a) Providing a copy of this Policy to all new Personnel who joins the organisation.
- (b) Circulating the Policy and other compliance documents through email to ensure that all Personnel receive the same.
- (c) Providing the Policy to Third Parties as well as the public upon request.
- (d) Uploading the Policy to MTJA's website to ensure that it is always available for viewing and reading by the Personnel and Third Parties.
- (e) Pasting the list of dos and don'ts in relation to bribery and corruption in visible areas within the vicinity of MTJA's office.

In line with the above, Personnel shall ensure that they keep themselves up to date with MTJA's compliance documents through the abovementioned channels.

**For non-compliance that involves a Senior Management of MTJA, the matter shall be reported to the MTJA's Co-Chairs.*

8. NON-COMPLIANCE

MTJA does not condone any corrupt acts and will take enforcement actions in the event of non-compliance of this Policy by our Personnel.

Non-compliance to this Policy by Personnel may lead to disciplinary action, including but not limited to termination of employment.

8.1 Consequences of non-compliance

In the event of any Personnel is suspected of any acts or behaviours that could amount to corruption, he or she may be subject to an internal investigation and disciplinary proceedings, if deemed necessary by MTJA. Pursuant to the internal investigation and disciplinary proceedings, MTJA is entitled to take disciplinary action, or any other action deemed necessary against the Personnel.

Corrupt acts will also give rise to the following risks and negative implications—

(a) Risks to Personnel—

- (i) Criminal liability, fine and imprisonment.
- (ii) Civil liability and payment of compensation.
- (iii) Damage to reputation.
- (iv) Loss of employment.
- (v) Loss of membership with professional association(s) which the Personnel is affiliated with.

(b) Risks to MTJA—

- (i) Criminal liability and fine.
- (ii) Civil liability and payment of compensation.
- (iii) Damage to reputation.
- (iv) Financial loss.

Issued by Approval of the Malaysia Thailand Joint Authority at its 141st MTJA Board Meeting on 18th March 2023

Signed by CEO of MTJA,



Countersigned by DCEO of MTJA,



Date: 2nd May 2023

APPENDIX 1

(PERSONNEL INTEGRITY DECLARATION)

APPENDIX 1

INTEGRITY DECLARATION BY MTJA PERSONNEL

A. INTRODUCTION

Malaysia-Thailand Joint Authority (“**MTJA**”) is committed to applying the highest standards of ethical conduct, integrity and accountability in all of MTJA’s business activities and operations. In conjunction with this, the commitment of all Personnel of MTJA is crucial to ensure that the culture of integrity is being practised and upheld within MTJA.

Considering the above, MTJA requires an integrity declaration from all Personnel to ensure that all Personnel comply with the integrity undertakings herein contained, as this would help foster a culture against corruption within MTJA.

This Integrity Declaration applies to all Personnel of MTJA. The declaration made herein shall be binding upon all Personnel of the MTJA throughout the course of employment with the MTJA and shall be enforceable by MTJA.

B. DECLARATION AND PLEDGE

I, insert individual name (insert passport/NRIC.), the insert designation of insert department hereby—

(1) DECLARE that:

- (a) I have not been convicted of and am not the subject of any investigation, inquiry or enforcement proceedings by any relevant authorities of actual or suspected breach of the relevant laws;
- (b) I have read, understood and agreed to comply with MTJA’s Anti-Bribery and Anti-Corruption Policy, and any other applicable policies and guidelines made available by MTJA; and
- (c) I despise, abhor and reject all forms of corruption and abuse of power, and shall at all times uphold the culture of integrity within MTJA.

(2) UNDERTAKE that in the course of performance of my duties—

- (a) I shall fully abide by the relevant laws, and any rules, procedures and policies, particularly on prevention of corruption and abuse of power;

- (b) I shall act honestly, fairly, ethically and with integrity at all times and never engage in any corrupt activities whether—
 - (i) In offering or providing, directly or indirectly (whether through any intermediaries or otherwise), any bribe, gift, hospitality, entertainment, donation, consideration, reward, favour, any material or immaterial benefit or other gratification, commission, fee, brokerage or inducement to an employee, director or other representative of any business partners of MTJA or any other persons, for the purpose of improperly influencing any business decision or for the purpose of obtaining any advantage in the conduct of MTJA's business;
 - (ii) In soliciting or accepting, directly or indirectly (whether through any intermediaries or otherwise), any bribe, gift, hospitality, entertainment, donation, consideration, reward, favour, any material or immaterial benefit or other gratification, commission, fee, brokerage or inducement from an employee, director or other representative of any business partners of MTJA or any other persons, for the purpose of being improperly influenced in making any business decision or for the purpose of conferring any advantage in the conduct of MTJA's business; or
 - (iii) In offering or providing any gratification to any public official, in Malaysia or Thailand or any other country, that may violate the relevant laws or any anti-corruption legislations.
- (c) If a situation of conflict involving myself arises, once becoming aware of the same, I shall immediately inform and where relevant, make the necessary disclosure, to the Head of Department/Senior Management of MTJA* to ensure that the principles of fairness and transparency can be upheld in all of the MTJA's business activities;
- (d) I shall take all measures to prevent corrupt practices, unfair means and illegal activities at all times;
- (e) I shall ensure that all business partners of the MTJA that I deal with are made aware of the culture of integrity within MTJA and the integrity requirements required when dealing with MTJA; and

**For a situation of conflict that involves a Senior Management of MTJA, the matter shall be disclosed to the MTJA's Co-Chairs.*

- (f) If I become aware of the commission of any corrupt acts within MTJA, whether involving Personnel or representatives of MTJA, I shall, as soon as reasonably practicable, report the same to the Head of Department/Senior Management of MTJA.

(3) AGREE that—

- (a) Where MTJA has reasonable concerns regarding my behaviour and/or actions, MTJA shall have the right to investigate into the matter and I shall cooperate fully and provide all reasonable assistance, information and documentation for purposes of facilitating such investigation.
- (b) Without prejudice to any other rights of the MTJA, if I were found to have breached this declaration set out herein or is convicted by a court of law for corrupt practices, unfair means and/or illegal activities for whatsoever reasons, the MTJA shall be entitled to terminate my employment at any time, by giving me an immediate written notice to that effect.

Yours faithfully,

Name : insert.
NRIC/Passport No. : insert.
Designation : insert.
Date : insert.

Received & acknowledged by **MTJA**

[Head of Department or equivalent]

Name : insert.
NRIC/Passport No. : insert.
Designation : insert.
Date : insert.