



## **SUPPLIER CODE OF CONDUCT PT CHANDRA ASRI PACIFIC TBK**

This document contains general provisions that apply to every supplier who provides goods or services to PT Chandra Asri Pacific Tbk.

## INTRODUCTION

This Supplier Code of Conduct serves as a guideline outlining the standards and limitations that must be complied with by all suppliers or vendors, contractors, agents, consultants, and/or other third parties who work with, for, or on behalf of Chandra Asri (the “**Supplier**”). This Supplier Code of Conduct constitutes a written set of provisions intended to serve as a guideline for the conduct and behavior that must be strictly adhered to by all suppliers of PT Chandra Asri Pacific Tbk, its subsidiaries, and any joint venture companies under its control (“**Chandra Asri**”). This Supplier Code of Conduct forms part of Chandra Asri’s commitment to conducting its business activities in an ethical and responsible manner, in compliance with applicable laws and regulations, and in accordance with good corporate governance practices.

Suppliers play an important role in supporting the success and sustainability of Chandra Asri’s business. Therefore, Chandra Asri strives to establish business relationships with Suppliers who share the same commitment to integrity, compliance, respect for human rights, environmental protection, occupational health and safety, and responsible business practices.

Through this Supplier Code of Conduct, Chandra Asri establishes the minimum standards and requirements expected to be observed and complied with by all Suppliers in conducting their business relationships with Chandra Asri. Each Supplier is expected to understand, implement, and ensure compliance with the principles set forth in this Supplier Code of Conduct, as well as promote the implementation of equivalent standards throughout its supply chain.

## PURPOSE OF THE SUPPLIER CODE OF CONDUCT

This Supplier Code of Conduct aims to establish the standards of conduct, ethics, and compliance that must be implemented by all Suppliers in conducting their business relationships with Chandra Asri. This Supplier Code of Conduct reflects Chandra Asri’s commitment to conducting business practices with integrity, responsibility, and sustainability, and serves as a reference for Suppliers in complying with applicable laws and regulations, upholding human rights, implementing fair labor practices, maintaining occupational health and safety standards, protecting the environment, and preventing all forms of corruption and bribery.

Chandra Asri expects all Suppliers to understand, comply with, and implement the principles set forth in this Supplier Code of Conduct, as well as to promote the implementation of equivalent standards throughout their respective supply chains.

## PEOPLE & SAFETY

### 1. The General Guidance

Chandra Asri expects Suppliers to conduct their business activities responsibly, respect societal norms, and comply with all applicable laws and regulations, including any applicable instructions and directions from their supervisors.

Suppliers must conduct themselves professionally and refrain from any actions, behavior, or attitudes that are offensive, intimidating, or unfriendly. Suppliers must also comply with applicable rules and

requirements and follow the instructions and directions provided by the project person in charge and/or relevant authorized parties.

## **2. Respect Human Rights & Equal Treatment**

Chandra Asri is committed to respecting the fundamental human rights principles of every individual across all areas of our business operations. Our commitment applies to all Suppliers conducting business with our company.

Chandra Asri is committed to ensuring that all Suppliers are treated with respect, dignity, and fairness in every aspect of the business process, while fostering an environment that supports diversity and equality without discrimination or victimization in any employment-related conditions. In line with this commitment, all Suppliers are required to respect human dignity and human rights. Any form of corporal punishment, physical violence, threats of violence, coercion, or any other form of harsh or inhumane treatment is strictly prohibited. Suppliers must treat every individual fairly and equally, embrace the value of diversity, comply with international principles and applicable laws and regulations, and must not engage in discrimination based on race, age, role, gender, skin color, religion, national origin, marital status, disability, social class, or political views. Suppliers are also prohibited from using forced labor, involuntary labor, or child labor. Suppliers are expected to ensure the provision of competitive wages and benefits to all employees, in accordance with the minimum wage requirements stipulated under applicable labor laws.

Chandra Asri has established fair and confidential procedures for Suppliers to raise relevant concerns with management. These procedures enable Employees to discuss any discrimination or unfair treatment they experience with their direct supervisors. The procedures also allow Suppliers to report such discrimination or unfair treatment to Chandra Asri's management through the Whistleblower Channels without fear of retaliation.

## **3. Harassment and Misconduct**

Chandra Asri is committed to creating a safe, professional, inclusive, and harassment-free working environment that is free from all forms of harassment, intimidation, bullying, threats, and other inappropriate conduct. Suppliers are required to support this commitment and ensure that their employees, representatives, agents, and subcontractors acting on behalf of the Supplier treat all individuals with respect, dignity, and professionalism.

Suppliers must not engage in or tolerate any form of harassment, whether verbal, physical, psychological, sexual, or any other form of conduct that may create an unsafe, uncomfortable, intimidating, degrading, or offensive working environment for others. Suppliers are also expected to respect differences of opinion and maintain respectful and constructive working relationships.

Suppliers must promptly report any suspected or actual incidents of harassment related to business activities or employment relationships with Chandra Asri through the Whistleblower Channels provided by Chandra Asri, and cooperate in any necessary handling and investigation processes.

#### **4. Safety, Health and Environment**

In line with Chandra Asri's commitment to implementing a Safety, Health, and Environment (SHE) management system, Suppliers are required to conduct their business activities responsibly by complying with all applicable laws and regulations, as well as Chandra Asri Group's SHE Policies and Regulations and the Life Saving Rules established by Chandra Asri.

Suppliers are required to identify, prevent, and minimize the environmental impacts arising from their business activities through the efficient use of resources, the implementation of the 3R principles (Reduce, Re-use, Recycle), and the proper and safe management of waste, air emissions, and wastewater in accordance with applicable standards.

Suppliers are required to provide appropriate support and follow-up actions in response to community complaints relating to environmental impacts, undertake necessary remediation measures, and provide accurate information in the event of any incident that may impact the environment.

### **BUSINESS ACTIVITIES**

#### **1. Compliance with Laws & Regulations**

Business activities must, at all times, comply with all applicable laws and regulations. Chandra Asri shall not be responsible or liable for any activities conducted by Suppliers where the results achieved are obtained through violations of laws or unethical business transactions. This includes, but is not limited to, any payments made for unauthorized actions, indirect contributions, rebates, and bribery. Chandra Asri does not permit any Supplier activities that may attract negative public attention or scrutiny.

Suppliers must conduct themselves well above the minimum standards required by law and ensure that their actions do not conflict with the laws and regulations governing Chandra Asri's operational activities. Suppliers must also comply with all employment relationship provisions as stipulated in the Collective Labor Agreement (if applicable).

#### **2. Procurement**

The Supplier shall support the procurement process conducted in a professional, ethical, objective, transparent, and fair manner in accordance with the applicable contract, policies, procedures, and regulations. The Supplier shall avoid conflicts of interest, shall not offer, give, solicit, or accept any improper benefit, shall not disregard applicable standards, and shall not misuse any information obtained during the procurement process for personal gain or for the benefit of unauthorized parties.

#### **3. Fair Competition**

Suppliers are required to conduct their business in accordance with the principles of fair competition, comply with all applicable laws and regulations, and apply the arm's length principle. Suppliers are prohibited from engaging in monopolistic practices, bid rigging, price fixing, abuse of dominant position, or any other actions that may hinder fair competition.

# **ANTI-BRIBERY, ANTI-CORRUPTION, AND ANTI-MONEY LAUNDERING**

## **1. Bribery and Corruption**

Chandra Asri is committed to conducting its business activities in a lawful and ethical manner, with integrity and in accordance with the principles of Good Corporate Governance (GCG). Chandra Asri adopts a zero-tolerance policy towards all forms of bribery, corruption, gratification, fraud, embezzlement, collusion, nepotism, abuse of authority, and other unethical practices. Suppliers are required to comply with all applicable anti-bribery and anti-corruption laws and regulations in all activities conducted for or on behalf of Chandra Asri.

Suppliers are prohibited, whether directly or indirectly, from offering, promising, giving, requesting, or accepting any money, gifts, commissions, facilities, compensation, or other benefits that are intended or may be perceived as intended to influence business decisions, obtain an improper advantage, or expedite administrative processes, licensing procedures, or business transactions. Suppliers are also prohibited from engaging in business relationships with any parties known to be involved in corruption or other illegal activities.

Suppliers must promptly report any suspected or actual violations relating to bribery, corruption, or other unethical conduct in connection with their business relationship with Chandra Asri through the reporting mechanism provided by Chandra Asri, namely the Whistleblower Channels, and cooperate in any required investigation processes.

## **2. Conflict of Interest**

Chandra Asri must avoid potential conflicts of interest in its business operations to ensure fair and ethical business practices.

All Suppliers must be reliable and professional in performing their duties and must not create or obtain any personal benefits that may result in, or appear to result in, a conflict with Chandra Asri's interests, or that may influence, or appear to influence, their judgment in carrying out their responsibilities.

All Suppliers must act professionally and ensure that Chandra Asri remains the best place to pursue potential business opportunities. All Suppliers must reject any personal benefits arising from the work they perform for Chandra Asri that may cause others to question the fairness, integrity, or ability of the Suppliers to perform their duties objectively, or that may adversely affect Chandra Asri, either directly or indirectly.

Suppliers are required to avoid any actual or potential conflicts of interest in their business relationships with Chandra Asri, including those arising from ownership, family, marital, or other affiliation relationships. Suppliers are prohibited from using non-public information, their position, or access obtained through their business relationship with Chandra Asri for personal benefit or to obtain any improper advantage.

### **3. Gift and Entertainment**

In accordance with the Bribery and Corruption subsection above, Chandra Asri exercises strict caution in regulating the giving and receiving of gifts, business hospitality, and entertainment.

Suppliers are required to conduct their business relationships with Chandra Asri in a professional, transparent, and ethical manner, and comply with all applicable laws and regulations relating to anti-bribery, anti-corruption, and gratuities. Suppliers must ensure that all business interactions are conducted objectively and do not create conflicts of interest or compromise independence in business decision-making.

The giving or receiving of gifts, business hospitality, entertainment, or other forms of business courtesy is only permitted where such activities are reasonable, consistent with customary business practices, serve a legitimate business purpose, are not excessive, do not violate applicable laws or Chandra Asri's policies, and are not intended or perceived as intended to influence business decisions or obtain preferential treatment. Such giving or receiving must also not create any obligation or expectation to provide any return benefit or advantage.

Suppliers are prohibited from offering, promising, giving, requesting, or accepting bribes, gratuities, personal favors, unauthorized payments, or other benefits that may influence or be perceived as influencing objectivity in their business relationships with Chandra Asri. This prohibition includes the giving or receiving of cash or cash equivalents, such as vouchers, gift coupons, loans, guarantees, shares, options, or any other improper benefits.

### **4. Money Laundering**

Money laundering refers to the process of placing criminal or illegal proceeds, assets, or funds into the legitimate financial system in a manner that appears lawful and makes it difficult for law enforcement authorities to trace their origin.

Suppliers are required to conduct their business activities lawfully, transparently, and in compliance with all applicable laws and regulations relating to the prevention of money laundering and the financing of illegal activities. Suppliers must not engage, whether directly or indirectly, in any transactions or activities that may support, facilitate, or conceal the origin of funds, assets, or proceeds derived from unlawful activities.

Suppliers are required to implement adequate measures to ensure the identity, legitimacy, and integrity of parties involved in their business relationships with Chandra Asri, and to maintain accurate and traceable transaction records. Suppliers must also conduct appropriate due diligence on third parties involved in the performance of work or services provided to Chandra Asri.

Suppliers must promptly report to Chandra Asri any suspicious activities, transactions, or requests relating to money laundering, the financing of illegal activities, or violations of applicable laws and regulations. Suppliers must cooperate in any verification, review, or investigation processes required to ensure compliance with applicable anti-money laundering requirements and business integrity standards.

## CONSULTATION AND REPORTING MECHANISMS

Suppliers are responsible for understanding and complying with this Code of Conduct, applicable policies, procedures, and other laws and regulations relevant to their work.

If Suppliers encounter situations that are suspected to be inconsistent with this Code of Conduct, they should ask themselves the following questions:

- a. What is the actual situation? Is it a fact, an opinion, or a rumor?
- b. Is it consistent with this Code of Conduct?
- c. Could you or Chandra Asri be adversely affected if you were to make such a decision?

If Suppliers remain uncertain after considering the above questions, they may seek guidance or clarification through the Whistleblower Channels.

We encourage Suppliers to report any known or suspected violations of this Code of Conduct, applicable policies, laws, or other requirements through the Whistleblower Channels. Please remember that reports submitted may help protect other Employees, Related Parties, or even safeguard Chandra Asri's reputation.

### WHISTLEBLOWER CHANNELS:

Email Hotline : [whistleblower.channels@capcx.com](mailto:whistleblower.channels@capcx.com)

Hotline Telephone: 021 - 5307950

0255 - 601501

0254 - 5750080

Dropbox at :

- Head Office  
Wisma Barito Pacific Tower A, 5th Floor  
Jl. Let. Jend. S. Parman Kav. 62-63, Jakarta 11410
- Site Office
  - Chandra Asri Plant, Ciwandan Site: Gedung Admin OPE, 4<sup>th</sup> Floor  
Jl. Raya Anyer KM. 123  
Ciwandan, Cilegon  
Banten 42447
  - Chandra Asri Plant, Puloampel Site: Gedung Admin, Lobby 1<sup>st</sup> Floor  
Desa Mangunreja, Puloampel  
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