

1.0 Business Ethics Statement

1.1 Statement of Policy

In pursuit of excellence in our business objective, the company is upheld and steered by the spirit of honesty and integrity, the very foundation of our business, and will strive to instill these principles and value within the company's employee culture and in the establishment of our relationship with customers, suppliers, contractors, and communities.

Our customers, central to our existence and growth in business, is nurtured and developed with our customer satisfaction standards that goes beyond print and pack quality but with a professionalism that anticipates customers' expectations with innovations and supported by an impeccable customer service.

Our vision is to be a business company best to commune and partner with.

1.2 Objectives of Business Ethics Statement

- a. To establish a framework for professional behavior and uphold values such as trust, transparency, honesty and integrity in all dealings;
- b. To increase the awareness to management and employees of the company's ethical stand in carrying out the daily activities and the discharge of responsibilities;
- c. To comply and maintain high ethical standards, obeying all applicable laws and regulations locally and internationally.

1.3 Scope and Application

The scope and application should extend throughout the company and to all levels of employees and shall apply to all types of activities in the organization.

The Code of Ethics statement is applied to all levels of management and employees, including our dealings with customers, suppliers, contractors, government authorities, and associated bodies or organizations

2.0 Business Ethics Foundation Policy

2.1 Ethics Policy

The policy of the company is to comply with all government laws, rules and regulations applicable to its business, whether expressed or implied. Employment is freely chosen and workers have the freedom of association and the right to join or form trade union of their own

choosing and to bargain collectively. We place importance in our employee's development and welfare by providing a conducive working environment to improve their communication skills, to gain more confidence in a team environment, and to express and excel in their areas of performance with due recognition. Safety and good environmental practices are inculcated throughout the organization.

We strive to be fair and just and all employees regardless of race, color, creed, gender, religion, national origin, age, medical condition, marital status, qualified disability, pregnancy, sexual orientation or other protected group under federal or state law are with respect and dignity. This policy includes recruitment, selection, transfers, promotions, scheduling, training assignments, discipline, compensation, benefits, separation, or any other term of employment.

Harassment (including sexual, physical, mental, use of abusive language or offensive gestures) or bullying, in any shape or form will not be tolerated.

2.2 Conflict of Interest Policy

Whether it is actual or apparent, conflicts of interest must be avoided. Actions taken by employees should be objective and based on the best interest of the company. Employees at all levels are expected to avoid any actual or apparent conflict between their own personal interest and the interest of the company, which may interfere with his/her objective and affect his/her performance of work for the company.

2.3 Gift and Entertainment Policy

The policy of the company discourages the practice of gifts to our employee by our business partners, customers, contractors and suppliers. Employees are disallowed to accept any gift or entertainment from business partners, customers, contractors and suppliers in all dealings. Employees in their corporate capacities are expected to exercise good and honest judgment and taking into account pertinent circumstances.

2.4 Safety and Health Policy

Thumbprints believe that all work-related injuries, illness and environmental incidents are preventable. Thumbprints will manage all activities with concern for its employees and the environment and will conduct the business without compromising the quality of life for the present or future generations.

Thumbprints considers successful safety and health management to be the prime importance to its business and is committed to continual improvement in safety and health standards, in order to protect our employees, customers, sub-contractors and the general public.

2.5 Environmental Policy

Thumbprints conduct its business in a manner that is compatible with the balanced environmental and economic needs of the communities in which it operates. Thumbprints comply with all applicable environmental laws, rules and regulations and apply responsible standards where laws and regulation do not exist and encourage concern, respect, care and responsibility for the environmental among the employees.

Thumbprints has also appointed a company to undertake its recycling program for conservation of resources as good corporate citizens. Waste materials like paper and board, metal, wood and plastics are being recycled.

In addition, a 3Rs Campaign in the workplace is implemented and involved every level of staff in the organization in practicing 3Rs, Recycle - Reduce – Reuse.

Thumbprints also, as good global citizen, launch its Go Green initiatives to work with publishers globally in adopting eco-friendly practices in the production of books.

2.6 Customers Relations and Product Quality Policy

Thumbprints know that customer's satisfaction is of primary importance to a company's success. Therefore, Thumbprints is mindful of its responsibility to the customers and is committed to preserve the integrity of the products and services, ensuring their timely delivery, at a fair price. Thumbprints always improve the effectiveness of a quality management to enhance customers' satisfaction by meeting customers' requirement at all levels and at all times.

Thumbprints encourage all levels of management and employees to uphold and practice quality policy and standards as below, to meet and fulfill customer's satisfaction.

- a. Meet Clients' Quality Requirements In Printed Products & Services.
- b. Always Review & improve Our Methods & Technology.
- c. Always Improve & Committed To Our Quality Management System

2.7 Equal Employment Opportunity Policy

Thumbprints provide equal opportunities, based on the suitability for the job, when recruiting, transferring and promoting employees. We do not employ child labor or forced labor in our organization. Sexual, physical or mental harassment of employees will not be tolerated.

2.8 Social Responsibility Policy

Thumbprints play an active role to protect and improve the welfare of society. Some of the most publicized of these areas are charity affairs, environmental affairs, and employment practices. Thumbprints is aware that its involvement is necessary and appropriate because business is a subset of and exerts a significant impact on society, and in that it is compelled by this social responsibility.

2.9 Electronic Communications Usage Policy

This Policy is written to ensure that all Users of the Thumbprints Utd Sdn Bhd electronic communications, mobile communications and computer resources do so in a manner consistent with the values and objectives of the Company, This Policy describes the scope; roles, responsibilities and risks associated with use of these resources, and all Users are responsible for understanding and complying with this Policy when using the resources of the Company.

3.0 Compliance

Compliance with the company's ethics policy is the responsibility of all employees, as well as of the top management and board of directors. Compliance is monitored by heads of department/supervisors under the guidance of corporate managers and the compliance coordinator. All top management must earn their respect by exemplary personal behavior, performance, openness and social competence.

Thumbprints expects all employees and management to work together in upholding the company's ethical stand- Violations of the ethical policies will result in disciplinary action, up to and including termination of employee.

4.0 Open Door Communication and Reporting

Thumbprints communicates the ethical policy, to all levels of management and employees by conducting general awareness training programs and also through a circular displayed in the company's notice board or Intranet system. Employees and management are encouraged to ask question, voice concern and make appropriate suggestion reading the business practice of the company. Incidences of suspected violation of law, company rules and regulation, company policies, internal control procedures or breaches of trust must be reported promptly to the management. A Feedback Form system is in place for this purpose.

The code of ethics and all business foundation policies are communicated to the public if required. Policies shall be displayed at the open area to ensure that it is available to the public. The key suppliers, contractors and customers shall be informed of the related policies. For external enquiry/complaint pertaining to significant environmental aspects, management has to take proper action to resolve the complaint matter.