



PERSONAL DATA PROTECTION ACT 2010 COMPLIANCE WITH ANTI-BRIBERY & CORRUPTION POLICY

The Personal Data Protection Act 2010 was introduced by the Government to regulate the processing of personal data in commercial transactions applies to the Keyfield Group (“the Employer”). The Act, which applies to the Keyfield Group, requires the Employer to inform the undersigned (“the Employee”) of the employee’s rights in respect of the employee’s personal data is being processed or that is to be collected and further processed by the Employer and the purposes for the data processing. The Act also requires the Employer to obtain the Employee’s consent to the processing of the employee’s personal data.

The personal data processed by the Employer may include the Employee name, national identity card no. (NRIC No.), contact number, address, email address, designation, company name, license no., qualifications, information of any past breaches of or convictions and all other details provided by the Employee.

I, the Employee hereby giving my consent to the Keyfield Group to obtain and process my personal data in accordance with the Personal Data Protection Act 2010.

Besides, I will also comply with the Keyfield Group’s Anti-Bribery and Corruption Policy and abide by the requirements and provisions set out in the Policy, as required and stated in my employment letter, as follow:

- a. All applicable laws, regulations and sanctions relating to anti-bribery and corruption including but not limited to the *Malaysian Anti-Corruption Commission Act (MACC) 2009* or any equivalent which I am / it is subject to.
- b. Not engaged in any activity, practice or conduct which would constitute an offence under the *MACC 2009* or equivalent laws.
- c. Adopt a zero-tolerance approach to bribery and corruption.
- d. Maintain and compile with relevant policies and procedures designed to promote and achieve compliance with applicable anti-corruption laws.
- e. Comply with the Keyfield Group’s Code of Conducts and Ethics.
- f. Do not participate directly and indirectly in any conflict of interest activities that may jeopardize the interest of the Keyfield Group.

Acknowledgement of PDPA and Employee Handbook

I, the Employee hereby giving my consent to the Keyfield Group to obtain and process my personal data in accordance with the Personal Data Protection Act 2010.

I, acknowledge that I have received a copy of Keyfield Offshore Sdn Bhd's employee handbook. I am aware, fully read and understood all the contents in this handbook and will act in accordance with these policies and procedures.

I understand that if I am the party to any breach of the said Policies and Procedures during the term of my employment, then it could be regarded as a misconduct which may result in disciplinary action, up to and including immediate dismissal as well as arrest and prosecution for any criminal acts against me.

Name : _____

(Full Name as in NRIC)

NRIC No. : _____

Contact No. : _____

Signature : _____

Date : _____