

Code of Conduct

In setting goals and targets, both related to Financial and Non-Financial aspects, the Company implements those values that are used as a code of conduct in working. The Code of Conduct is a normative rule concerning good / bad and right / wrong behaviors which will direct employee behavior to achieve Company target / goals and mission.

To support the achievement of similarity and suitability of values that are embraced by the Company Employees, it is important for the Employee to understand the philosophy as the basic principles in the Code of Conduct consisting of:

- a. Integrity and Professionalism in managing the Company and improving the shareholder values.
- b. Making ethics and morals the foundation of behaving and working.
- c. Recognizing Employees as an important part of the Company apart from the business network.
- d. Ensuring the highest trust, commitment and service to the Stakeholders.
- e. Taking an active role in social responsibility.

The Code of Conduct is expected to be a guide and direction of the Employee's behavior in achieving the Company's vision and mission presenting the Company's values, namely:

- 1) Integrity**
Always upholding the values of honesty, loyalty and objectivity.
- 2) Responsive**
Being sensitive to customer needs in a quick and accurate manner.
- 3) Discipline**
Being firm in working.
- 4) Adaptive**
Having ability to follow the development of business world.
- 5) Innovative**
Always issuing new ideas to win any business competition
- 6) Networking and Teamwork**
Extensive network and close cooperation
- 7) Mutual Respect**
Upholding the values of humanity.

This Handbook is a General Guidelines giving direction for the Employees regarding these aspects:

1. Employee Relationship with the Company
 - a. Status of Employee Staffing
 - b. Employee Confidentiality
 - c. Discipline Working Time
 - d. Appearance and How to Dress

- e. Drug and Alcohol Free in the Workplace
 - f. Avoiding Conflicts Of Interest
 - g. Personal Investment Employees in the Company
 - h. Information Delivery to the Public and Relationship with Media
 - i. Activities Outside the Company
 - j. Political and Religious Activities and Contributions
 - k. Handling and Information Security
 - l. Information Reporting
 - m. Employee Copyright Protection
 - n. Occupational Safety and Health
 - o. Reporting on Real Infringement and Potential Infringement
2. Employee Relationship
- a. Fair Treatment and Decision Making
 - b. A Harassment-Free Work Environment
 - c. Cooperation between Employees
3. Relationship with Consumers
- a. Customer Service
 - b. Acceptance and Giving Gifts and Entertainment
4. Relations with Suppliers
- a. Use of Third Party Services or Agent
 - b. Treatment on Suppliers and Prohibition on Acceptance of Compensation
 - c. Compliance of the Supplier with the Code of Conduct
5. Relations with Shareholders
- a. Protection and Use of Company Assets Appropriately
 - b. Accounting Accuracy and Company Reports
6. Relations with Government
- a. Compliance with Related Provisions / Regulations
 - b. Payment of Official Taxes and Levies
7. Community Relations
- a. Community Services
 - b. Donation
 - c. Awareness of the Natural Environment
8. Sanctions of Infringement Actions and Its Mechanism