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## Human Resource Policy- Code of Conduct

**Effective Date:** 01 Aug 2025

**Policy Owner:** Human Resources Department

**Reviewed By:** Vivian Heng

**Next Review Date:** 31 Jul 2026

### 1. Purpose

This policy establishes the expected standards of professional and ethical conduct for all employees. It specifically reinforces safe handling practices in the logistics sector, with an emphasis on compliance in the transport and packaging of dangerous goods.

### 2. Scope

Applies to all full-time, part-time, contract, and temporary employees engaged in administrative, warehousing, operational, and support functions across all company locations.

### 3. General Expectations

All employees are expected to:

- Employees must comply with company policies, legal regulations, and applicable industry standards for dangerous goods handling and transport — including IATA (air), IMDG (sea), and ADR (road) — where relevant to their role. Those assigned to DG-related functions are required to attend certified training aligned with these standards. The company will maintain training and certification records to ensure operational and regulatory compliance.
- Exercise integrity, professionalism, and respect in all work interactions
- Maintain confidentiality of client, cargo, and internal operational data
- Report unsafe practices or non-compliance without fear of retaliation

### 4. Operational Conduct: Dangerous Goods Handling

Employees must:

- Follow all SOPs for packaging, labeling, and documentation of dangerous goods
- Wear PPE and observe site-specific safety protocols
- Avoid shortcuts that compromise safety or regulatory compliance
- Immediately report any spill, damage, or misclassification to their supervisor

Prohibited behaviors include:

- Improper use or neglect of safety equipment
- Tampering with dangerous goods packaging or documentation
- Falsifying DG declarations or shipment records
- Unauthorized handling of restricted cargo

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## **5. Workplace Behavior**

Prohibited conduct includes harassment, abuse, discriminatory behavior, and use of offensive language. All employees must treat coworkers, clients, and vendors with courtesy and respect.

## **6. Conflict of Interest**

Employees must disclose any personal or external business interests that could conflict with their professional responsibilities or the company's operations.

## **7. Attendance, Appearance & Discipline**

Employees must:

- Maintain punctuality and reliability during assigned shifts
- Wear appropriate uniform and safety gear where required
- Refrain from substance use that may impair judgment or performance on duty

Violations will be subject to the company's Disciplinary Action Policy and may include warnings, suspension, or termination.

## **8. Reporting Misconduct**

DG Packaging prohibits retaliation against any employee who reports misconduct in good faith. All reports will be treated confidentially, and whistleblowers will be protected from disciplinary action, harassment, or adverse employment consequences.

## **9. Diversity & Inclusion Commitment**

DG Packaging is committed to fostering a workplace that values diversity and promotes inclusion. All employees must treat others equitably, regardless of race, gender, age, religion, disability, nationality, or other protected characteristics. Discrimination, exclusion, or bias-based behavior is strictly prohibited. We encourage respectful dialogue, diverse perspectives, and inclusive practices across all levels of the organization. Any concerns related to diversity or inclusion may be reported through the channels outlined in Section 8.