



Alan Yoon Associates
Chartered Accountants

Code of Conduct

Alan Yoon Associates Chartered Accountants is an established accounting practising firm, formed to enhance the financial performance of Malaysian businesses and individuals.

CODE OF CONDUCT

1. **Definition**

The Code of Conduct (“Code”) is a set of principles that is to provide guidance on the behaviour and the standards expected of all personnel attached to the firm of Alan Yoon Associates (“AYA”). The principles underlying this Code shall apply to all within direct employment as well as who are attached to AYA for training and articleship.

2. **Objectives**

- 2.1. To improve the corporate culture of ethics and integrity of AYA as a firm of external auditors that is entrusted with the responsibility as a truthful public reporting agent.
- 2.2. To earn the trust of all our clients who are the stakeholders and all users of our audited reports, including government bodies to confidently rely on our reports, by presenting a true and fair view on the financial position of the companies we reported on.
- 2.3. To enhance our ability and core values of excellence, teamwork and leadership in order to enhance the growth and development of our business through a systematic and scientific approach.
- 2.4. To continuously enhance staff competence and contribute towards improving the image and prestige of the audit profession.

3. Contents

3.1. AYA's Reputation

3.1.1. We are entrusted by our stakeholders based on our professional competence and integrity, the two fine qualities upon which we draw our reputation on. Thus, we must uphold these values at all time.

3.1.2. We shall only serve those clients whom we are competent to serve, who value our services and who meet appropriate standards of legitimacy and integrity.

3.1.3. We shall always express AYA's views and opinions as a professional firm and not our own or misrepresent any other individual's qualification in any conversation as a representative of AYA.

3.1.4. We shall only use the assets belonging to AYA and to our clients, including tangible and intellectual, in an appropriate manner for legal and authorised purposes.

3.2 Pledged to Professionalism

3.2.1. We shall offer only those services that we can deliver. Upon acceptance of assignments we shall strive to deliver no less than our commitments.

3.2.2. We shall meet our contractual obligations, prepare true and fair reports and charge honestly for our services.

3.2.3. We shall respect the confidentiality and privacy of the affairs of AYA and our clients and others with whom we have business relationship. We are strictly disallowed to use any information for personal use to benefit a third party, unless appropriate approval has been obtained or we are compelled to do so by legal, regulatory or professional requirements.

3.2.4. We shall avoid and prevent conflicts of interest with any parties. We treasure our independence of mind in our practice and always ensure our independence is not compromised or perceived to be compromised. Disclosure of all kind of conflicts of interest for AYA's attention is the individual's responsibility. This must be done upon the notification of such conflicts by himself or herself before any incidents occur.

3.2.5. We are strictly disallowed to receive and pay bribes, in the form of either monetary or non-monetary.

3.2.6. We are committed to supporting international and local efforts to eliminate corruption and financial crime.

3.2.7. We shall not engage in other interests either commercial or otherwise that will dilute our focus towards our profession. However, if we are engaged in supplementary auditing or involved in consulting work that is deemed competing or conflicting, prior permission from Management of AYA must be obtained.

3.3. Behaviours and Attitudes

3.3.1. We shall treat our colleagues, clients and other whom we do business with respect, dignity, fairness and courtesy at any place at all time.

3.3.2. We invest in the ongoing enhancement of our skills and abilities.

3.3.3. We shall maintain a work environment that is safe and free from all types of discrimination or harassment. This is done by encouraging each individual to respect the fundamental rights of every person in AYA.

3.4 Framework for Ethical Decision Making

The following steps are used as a guide in deciding on a course of action to ensure ethical decision making:



4. Enforcement of the Code

- 4.1. We are encouraged to report and express our concerns and must do so in good faith, fairly, honestly and respectfully. AYA is committed to protect individuals who assist in the enforcement against retaliation.

- 4.2. It is the responsibility of each and every person at AYA to follow the Code consistently and appropriately. Those who violate the Code will be subject to disciplinary actions - up to and including dismissal and reporting to the relevant professional accounting bodies, e.g. Malaysian Institute of Accountants, Association of Chartered Certified Accountants, etc, of which the affected person is a current member or a future member.

- 4.3. The Code shall constitute part of the terms of employment when AYA engages the person as an employee. A copy of the Employee Handbook of AYA incorporating the Code will be furnished to the employee upon recruitment.

- 4.4. Notwithstanding the above, the general existing legislation including the Code of Conduct for Industrial Harmony and the Occupational Safety Act 1994 shall also prevail.

Note:

The Code shall only be used by the staff of AYA and shall not be copied or transmitted whether in written form or digitised mode without the permission of the Management of AYA.