

Anti-Bribery and Anti-Corruption Policy Statement

RDS is committed to conducting business in a professional, ethical and responsible manner. In line with this commitment, our Firm has adopted an Anti-Bribery and Anti-Corruption (**ABAC**) Policy, which reflects our zero-tolerance approach towards any form of bribery and corruption.

We strive to ensure that all our employees, associates and partners uphold the highest standard of integrity and comply with all laws, rules and regulations governing bribery and corruption, including the corporate liability provision under Section 17A of the Malaysian Anti-Corruption Commission Act 2009. We do not condone any corrupt practices carried out with an intention to obtain or retain business or an advantage for our Firm by any of our employees, partners or any persons performing services for or on behalf of our Firm.

Trainings on our ABAC Policy is provided to all our employees, associates and partners and our zero-tolerance stance towards bribery and corruption will, where appropriate, be communicated to clients, suppliers, contractors and business associates.

For more details on our ABAC Policy, please contact us at compliance@rdslawpartners.com.

Anti-Money Laundering Act Policy Statement

RDS is committed to complying with the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 and the policy document issued by Bank Negara Malaysia which came into effect on 1 January 2020 (including any further and/or updated guidelines/policies).

For each new client, RDS conducts client due diligence enquiries to establish, amongst others, the identity of the client, the nature of their business and their ownership and control structure. If all the necessary documentation are not provided to us, we may not be able to act for the client.

RDS shall not be liable for any delay in our engagement due to failure by the client in providing the necessary documentation in a timely manner.

Personal Data Protection Policy Statement

At RDS, we safeguard the confidentiality of all communications shared with us by our clients and comply with the Personal Data Protection Act 2010 which governs information in respect of commercial transactions that relates directly or indirectly to a person.

The Firm will issue the requisite Personal Data Protection Notice to prospective clients, setting out how it collects, uses, processes and protects personal data which is provided to the Firm in accordance with applicable privacy laws.

Corporate Social Responsibility Statement

Apart from being committed to our core values of delivering customized legal services, embracing legal technology and innovation, nurturing young talent and forging a respectful workplace environment, we are also committed to reaching the United Nations Sustainable Development Goals (“**SDG**”) and are implementing policies and initiatives which will contribute to some of the SDGs:

- Gender Equality (Goal 5)
- Quality Education (Goal 4)
- Good Health and Wellbeing (Goal 3)
- Climate Action (Goal 13)
- Peace, Justice and Strong Institutions (Goal 16)

We are mindful of the impact of our actions and aspire to align our daily operations and practice with the SDGs.

Respectful Workplace Policy Statement

We believe that it is essential to have a conducive and positive work environment in which all persons working at RDS are treated with mutual respect and dignity and where all persons working with or for RDS maintain clear boundaries between personal and business interactions.

RDS does not tolerate any form of inappropriate behaviour including harassment, violence or discrimination towards its partners, associates, support staff, pupils and interns, whether by another person working at RDS, a client, a person who conducts business with RDS, an opposing counsel, a court personnel or a judge.

In this regard, RDS acknowledges its responsibility to do all in its power to support and assist the person subjected to such inappropriate behaviour and has implemented a "Respectful Workplace Policy", which outlines the protocols for ensuring each individual has the right to work in a professional atmosphere and safe working environment, where complaints will be addressed and investigated and appropriate actions will be taken in a timely manner.