

MICARE'S ANTI BRIBERY AND ANTI CORRUPTION DO'S AND DON'TS

DO'S

DON'TS

- ✓ **DO** inform third parties involved in business dealings with MiCare that MiCare practices a "No Gift Policy" and inform third parties to adhere with MiCare's Anti Bribery and Anti-Corruption Policy.
- ✓ CEO, Country Heads and Senior Management team must exercise proper care and judgment when handling gift or entertainment activities that involved public official.
- ✓ **DO** exercise proper care and judgment before offering or providing entertainment or corporate hospitality to third parties to ensure compliance with applicable laws and regulations, in particular when it involves public officials.
- ✓ **DO** ensure that proposed recipient for any Corporate Social Responsibility activity is a legitimate organisation and the funding is in compliance with the applicable laws and not made to improperly influence a business outcome or perceived to provide an improper advantage to MiCare.
- ✓ **DO** make clear that your political views are your own and not MiCare's when engaging in personal political activity.
- ✓ **DO** ensure that proper process and procedure carried out based on the approved selection criteria when recruiting new employees and ensure that all rights, entitlements and benefits given to the employees are reasonable in value.
- ✓ **DO** raise red flags or any suspicious activities to immediate superior or the VP, Legal and Compliance as soon as possible.
- ✓ **DO** declare any ties (e.g. personal, business or family relationship) with the prospective client/business partner (if any) and where there is conflict of interest, disqualify yourself from the business transaction.
- × **DO NOT** accept any gift of cash or cash equivalent, gifts, offer of entertainment or corporate hospitality that comes with a direct/indirect suggestion, hint, or implication that in return for the gift or desirable outcome is required ("quid pro quo").
- × **DO NOT** seek to exert improper influence on government officials or any third-party doing business with MiCare.
- × **DO NOT** hide, alter, destroy or otherwise modify any documentation that relates to entertainment or corporate hospitality accorded to public officials.
- × **DO NOT** try to bypass any guidelines, rules or procedures put in place by making charitable contributions as a method to cover up illegal payments.
- × **DO NOT** make or offer any monetary or in-kind contributions on MiCare's behalf to benefit any political campaign, party or politician of any country.
- × **NEVER** be involved in any discussions regarding business or employment opportunities, which would be for your own personal benefit or for the benefit of any third party during sensitive times immediately prior to the awarding of contract, or during active or anticipated procurement involving MiCare.

**Please refer to the full version of MiCare's Anti Bribery and Anti-Corruption Policy for a more detailed explanation on MiCare's stance on bribery and corruption.*