

COUNTRY SUPPLEMENT:
CHINA



PETRONAS

PETRONAS CODE OF CONDUCT AND BUSINESS ETHICS

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PART I: LANGUAGE

For the purpose of Part I paragraph 1.4. of the CoBE, the CoBE is prepared in both English and Chinese language. In the event of a conflict between the two language versions, the English version will prevail.

PART II: CONDUCT TENDING TO JEOPARDISE DUTY OF GOOD FAITH AND FIDELITY

1. SERIOUS PECUNIARY INDEBTEDNESS

1.1.

For the purpose of this Section, the term "serious pecuniary indebtedness" means the state of an employee's indebtedness which, having regard to the amount of debt incurred by him/her has actually caused financial hardship to him/her.

1.2.

Serious pecuniary indebtedness from whatever cause will be regarded as necessarily impairing the efficiency and effectiveness of an employee.

1.3.

An employee will avoid habitual indebtedness unless he/she proves that such indebtedness or insolvency is the result of circumstances beyond his/her control and does not result from extravagances or dissipation.

2. BORROWING MONEY

2.1.

You may borrow from banks or other institutions qualified to engage in lending business under Chinese law or

incur debt through acquiring goods by means of hire purchase agreements or other arrangements, provided that:

- a) such banks or other qualified institutions from which you borrow are qualified to engage in the lending business in China;
- b) such borrowings do not lead to public scandal or be subject to construal that you have abused your position for your private advantage; or
- c) the aggregate of your debts does not or is not likely to cause you serious pecuniary indebtedness as defined under Section 1.

2.2.

Save as described in Section 2.1. above, you may not borrow from any other person engaged in the business of money lending unless such entity or person is legally permitted to engage in such business.

PART III: ANTI-BRIBERY AND STATE SECRET

1. ANTI-BRIBERY

You should refer to the CoBE for the PETRONAS requirements in relation to anti-bribery matters.

1.1.

For the purpose of Paragraph 12, Part IIB of the CoBE, “public official” in the context of China includes a person who performs public functions in:

- a) a state organ;
- b) an organisation which is authorised by the state organ;
- c) a State-owned Enterprises (“SOE”), State institution or people’s organisation;
- d) a non-State-owned corporation, enterprise, institution and social organisation to which the person is dispatched by the State organ, SOE, or State institution.

Performing “public functions” means engaging in activities such as organising, leading, supervising or managing public affairs. For example, directors, managers, supervisors, accountants and cashiers are

performing public functions when they are managing and supervising State-owned assets.

An enterprise will be considered as a SOE if it meets one of the following conditions:

- a) it is wholly owned by the State;
- b) the State owns more than 50% of the enterprise directly or indirectly;
- c) the State owns less than 50% of the enterprise but is still the controlling shareholder of the enterprise.

2. STATE SECRET

2.1.

According to the PRC Law of Guarding State Secrets and other relevant regulations, you should refrain from soliciting any State Secret (as defined below in Section 2.2.) from any third party for any business or private purpose. If you are approached with an offer of State Secret, you must notify the Human Resource Department of your Company

and may not communicate any information in respect of such offer to anyone without the prior approval of the Human Resource Department of your Company.

2.2.

For the purpose of this Section, a State Secret means any matter which has bearing on national security and national interests of China and, as specified by legal procedure, is entrusted to a limited number of people for a given period of time. Typical examples of State Secret include without limitation confidential information in relation to:

- a) production forecasts for SOEs in the resources sector;
- b) information in respect of SOEs' contractual negotiating position in any sector;
- c) potential large scale construction contracts which have not been made public (e.g., building large scale highways, railways, dams etc.);

- d) geological and oceanographic surveys of land or sea areas which, according to the Chinese government, are subject to Chinese sovereignty or under which a claim has been made (e.g., South East China Sea);
- e) any new undersea mineral exploration technology (e.g., Seismic surveying) under research and development by any SOE; or
- f) any technology which is capable of application in relation to China's national defense, for example communications equipment, radar, aerospace technology etc.

2.3.

If you are unsure as to the status of the information being received, you are required to consult with the Human Resource Department of your Company. You should not assume that information about China is not a State Secret simply because that information is available publicly in other jurisdictions or obtained from a private or non-Chinese source.

PART IV: POLITICAL ACTIVITIES

Employees who wish to work as a public servant, in the context of China, are required to resign from PETRONAS.

For the purpose of this Part III, “public servant” means a worker who performs official duties according to law, is member of the administrative establishment of the State, and whose salary and welfare benefits are paid by the government.

PART V: WORKPLACE CULTURE AND ENVIRONMENT

1. ABSENCE WITHOUT LEAVE OR WITHOUT REASONABLE CAUSE

1.1.

An employee who is absent will, at the earliest opportunity, inform the officer of PETRONAS to whom he/she reports of his/her absence and the cause for his/her absence.

1.2.

You should refer to your Human Resource Department for the applicable policy, procedures and guidelines for absenteeism applicable to your company as amended from time-to-time.

2. DRESS CODE

All employees should be neatly, appropriately and decently attired during office working hours. Provocative and improper attire is not allowed.

2.1.

Male Employees

- a) Male executives are not required to wear neck ties to work except when required to do so for official business meeting and/or functions.

- b) Casual printed shirts, T-shirts, sweatpants, jeans, exercise pants, track bottom, all types of shorts, and any spandex or form fitting pants, such as cycling shorts, are not allowed.
- c) Footwear must be appropriate and suitable. Slippers, flat sandals/ slip-ons, loafers, thongs, flip-flops, sport shoes, athletic shoes, sneakers, rubber boots or clogs are not allowed. Exemption is given for those with medical reasons.

2.2.

Female Employees

- a) Female employees will wear attire which is appropriate and suitable for an office-working environment.
- b) Female employees are allowed to wear office-appropriate pant suits. Jeans and shorts are not allowed.
- c) Footwear must be appropriate and suitable. Slippers, flat sandals and sport shoes are not allowed. Exemption to wear flat sandals is given to pregnant employees and for those with medical reasons.

2.3.

Uniformed Employees

All uniformed employees must wear their designated uniforms at all times.

2.4.

Other Forms of Attire

Attire, other than those specified above, including the specified types of shoes, may be worn during office hours if it is a requirement of the job and said attire is approved by your Head of Department.

2.5.

Cross-dressing

Cross-dressing is not allowed.

2.6.

Dress Code for Official Functions

Employees must be appropriately attired in accordance with the dress requirements for a particular function. In the absence of any specific requirement, the employee must follow the PETRONAS Dress Code.

2.7.

For the Purpose of this Section:

"Cross-dressing" means when a male employee dresses or makes himself up as a female or when a female employee dresses or makes herself up as a male.

"Neat and appropriate attire" means decent, suitable, smart and professional attire.

"Provocative or improper attire" means inappropriate and unsuitable office attire. This includes without limitation transparent or tight, body hugging shirts/ blouses/ knitted blouses, low cut collar/necklines, bareback dresses, tight skirts/slacks/pants, high slit skirts/ sarongs that reveal the thighs and short skirts.

PART VI: DISCIPLINARY PROCESS AND SANCTIONS

You should refer to your Human Resource Department for the applicable disciplinary process and sanctions applicable to your company as amended from time-to-time.

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