



PT TRIPUTRA AGRO PERSADA TBK

KODE ETIK	CODE OF CONDUCT
<p>Untuk memastikan seluruh karyawan, mitra bisnis, dan pemasok bertindak dengan integritas yang tinggi, Perseroan merancang beberapa program, yaitu:</p> <ol style="list-style-type: none">1. Pakta Integritas Selain menetapkan standar yang wajib diterima dan dipatuhi oleh seluruh karyawan dan pemasok TAP Group, Pakta Integritas berisi komitmen pelaksanaan kepatuhan peraturan dan perundang-undangan, termasuk komitmen untuk tidak melakukan praktik korupsi maupun terlibat dalam praktik penyuapan.2. Komite Integritas Komite yang dipimpin langsung oleh Presiden Direktur ini dibentuk oleh Perseroan untuk menjaga dan mempertahankan integritas karyawan di tempat kerja. Jika terjadi pelanggaran aturan, Komite Integritas berperan sebagai media untuk menyelesaikan masalah. Sebagai Wakil Komite adalah <i>Managing Director of Trading, Downstream and Sustainability</i>. Komite ini beranggotakan seluruh Dewan Direksi dan pimpinan Human Capital Directorate.3. Buku Peraturan Perusahaan Buku tentang pedoman etika kerja dan bisnis Perseroan ini diberikan kepada semua karyawan yang baru bergabung agar mereka mengenal, mendalami, dan menerapkan segala bentuk integritas sejak dini. Buku ini berisi prinsip etika yang wajib	<p>In order to ensure that all employees, business partners, and suppliers are acting with high integrity, the Company designs several programs, namely:</p> <ol style="list-style-type: none">1. The Integrity Pact Not only consisting of an established standard that has to be accepted and adhered to by the entire employees and suppliers of TAP Group, the Integrity Pact also comprises the commitment to comply with the laws and regulations, including the commitment to not commit acts of corruption and bribery.2. The Integrity Committee The committee which is led directly by the President Director is established by the Company to maintain and preserve the integrity of all employees in the workplace. Should there be any violations of rules, The Integrity Committee plays the role as a media to resolve problems. The Vice Committee is the Managing Director of Trading, Downstream and Sustainability. The committee comprises members of the Board of Directors, and head of Human Capital Directorate.3. The Company's Regulation Book The book regarding the Company's guidelines of work and business ethic is distributed to all new employees who have just joined the Company so that they understand, comprehend, and implement all kinds of integrity since the beginning of



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<p>diterapkan dalam menjalin hubungan dengan sesama karyawan, Perseroan, mitra usaha, dan masyarakat. Pedoman ini mencakup aturan tentang persaingan yang sehat, kerahasiaan data dan dokumen, larangan nepotisme, larangan menerima hadiah, pencegahan praktik pencucian uang, <i>whistleblower</i>, serta pedoman untuk menangani pelanggaran dan pengaduan konsumen.</p>	<p>their employment. The book consists of ethical principles that have to be implemented in any relationships with fellow employees, the Company, business partners, and the community. The guidelines also include numerous rules concerning healthy competition, confidentiality of data and documents, prohibition of nepotism, prohibition of accepting gifts, prevention of money laundering, whistleblower, as well as guidelines to resolve violations and customer complaints.</p>
<p>4. Pelatihan Praktik Perkebunan yang Baik Perseroan selalu memperhatikan prinsip <i>Good Agricultural Practices</i> (GAP) dan menerapkan prinsip-prinsip tersebut dalam menjalankan operasional usaha. Karena para petani juga diminta melakukan hal yang sama, Perseroan memberikan pelatihan tentang GAP agar para petani sawit mandiri mendapatkan kualitas hasil kebun yang baik tanpa mengancam kelestarian lingkungan hidup.</p>	<p>4. Training of The Good Agricultural Practices The Company takes the principles of GAP into account and continually implements those principles in running its business operations. Since the farmers are required to implement the same standards, the Company provides training regarding GAP so that the independent oil palm farmers may obtain high quality crops without threatening the environmental sustainability.</p>
<p>5. Sistem Pelaporan Pelanggaran Agar setiap pelanggaran dapat ditangani dengan baik, pada 2013 Perseroan menetapkan prosedur untuk menerima, merespons dengan cepat, dan menyelesaikan keluhan dengan tepat. Sistem ini dinilai penting untuk menjaga hubungan baik dengan semua pemangku kepentingan. Penyampaian laporan ini tak hanya terbatas bagi pihak luar Perseroan, melainkan juga diterapkan untuk menyelesaikan keluhan dari pihak internal Perseroan.</p>	<p>5. Whistleblowing System To resolve every violation well, in 2013 the Company established a procedure to receive, respond quickly, and address complaints with the right resolution. The system is considered important to maintain a good relationship with all stakeholders. Whistleblowing report is not limited to the Company's external. It is also implemented to address any complaints from the internal.</p>