



MIMOS
code of ethics
my integrity commitment

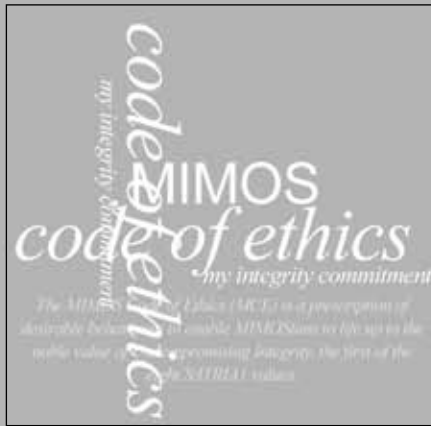


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Conduct myself responsibly, honestly and fairly and endeavour to ensure that the use of our technology does not violate ethical standards.

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Ensure compliance with the MIMOS Code of Ethics

Preface

The MCE is a prescription of desirable behaviours to enable MIMOSians to live up to the noble value of Uncompromising Integrity, the first of the eight SATRIA1 values.

The MCE was first launched on 26th September 2006. As a ready reference for all MIMOSians to recall and practise their obligations under the MCE, a list of Key Responsibilities, a summary of the MCE, was published in 2009.

In line with MIMOS increasing emphasis on Commercialisation, a revised MCE was released incorporating behavioural guidelines covering dealings with Technology Recipients.

In addition, on 11th November 2011, a complementary e-booklet entitled “MyICom” was launched by YBhg. Dato’ Madinah Mohamad, Secretary General of MOSTI. MyICom provides tips and references for practising the 20 Commitments to further assist MIMOSians in upholding the MCE when discharging their work responsibilities.

It must be stressed that MyICom is a complement to the MCE and is in no way intended to be a substitute to the MCE or the published MIMOS Policies and Procedures.

It is our sincere hope that all MIMOSians will find MyICom practical and useful.





Preface

MIMOS Code Of Ethics
My Integrity Commitments

A photograph of three men in dark suits and ties standing in front of a large window. The man on the left is wearing glasses and a blue striped tie. The man in the middle is wearing a purple striped tie. The man on the right is wearing glasses and a blue tie. The background shows a view of a city and a body of water.

Commitment 1:

*Treat Everyone in MIMOS with fairness, dignity
& respect*

Commitment 2:

*Report immediately accidents,
injuries, unsafe equipment and practices*



Commitment 1:

Treat Everyone in MIMOS with fairness, dignity & respect

- Value the differences of diverse individuals from around the world.
- Employment decisions will be based on qualifications, talents and achievements.
- Employment decisions will comply with national employment laws.
- No abusive, harassing or offensive conduct e.g. derogatory comments based on racial or ethnic characteristics and unwelcome sexual advances.
- Refer specifically to the following on k-miint:
 - [MIMOS Diversity Guidelines](#)
 - [Industrial Relations Guidelines & Procedures](#)
 - [Grievance Guideline & Procedure](#)

Commitment 2:

Report immediately accidents, injuries, unsafe equipment and practices

- Workplace safety to be maintained according to safety and health rules
- Workplace practices are to comply with the Occupational Safety & Health Act 1994
- Accidents and injuries, unsafe equipment, unsafe practices or conditions are to be reported to Health, Safety & Environment Unit
- Employees in their workplaces are to be free from substance influence.
- Refer specifically to the following on k-miint:
 - [Safety & Health Policy](#)
 - [Industrial Relations Guidelines & Procedures](#)
 - [Contractor Guideline Handbook](#)

Commitment 3:

Comply with all statutory laws and MIMOS rules, regulations and procedures

- MIMOSians must comply with all national laws.
- MIMOSians must comply with all established MIMOS policies and procedures on k-miint.

Commitment 4:

Not get involved with any political parties unless with the written approval of the Integrity and Ethics Compliance Committee (IECC)

- MIMOSians holding supervisory positions are not allowed to hold party positions.
- Written approval from the IECC is required for any other form of involvement in political parties.
- No political contribution on behalf of MIMOS or use MIMOS name, funds, property equipment or services to support any political parties, initiatives, committees or candidates. This includes any contribution of value.





Commitment 3:

Comply with all statutory laws and MIMOS rules, regulations and procedures

Commitment 4:

Not get involved with any political parties unless with the written approval of the integrity and Ethics Compliance Committee (IECC)

Commitment 5:

Protect MIMOS assets – physical and intellectual – from loss, damage, theft and misuse

- MIMOS funds are to be used for business purposes or other purposes approved by the management
- Assets are to be used only for business purposes and other purposes approved by the management
- Refer to the following:
 - [Fixed Assets Management Policies & Procedures](#)
 - [Procurement Policy](#)
 - [MIMOS IT Policy](#)
 - *IPM Policy (refer to IPM Dept)*
 - [Industrial Relations Guidelines & Procedures](#)

Commitment 6:

Ensure that all my work records and communications are accurate & truthful

- All financial books, records and accounts must accurately reflect transactions and events and must conform both to required accounting principles and to MIMOS system of internal controls.
- No false or artificial entries.
- Avoid exaggeration, colourful language, guesswork, legal conclusions and derogatory remarks of people and companies.
- Refer specifically to the following :
 - *IPM Policy (refer to IPM Dept)*
 - [Industrial Relations Guidelines & Procedures](#)
 - *Relevant Divisional/Departmental Standard Operating Procedures (SOPs)*
 - *MIMOS-wide SOPs e.g. MiGate Framework, Software Production Framework*
 - *Relevant standards e.g. ISO, People CMM, CMMI, etc*





Commitment 5:

*Protect MIMOS assets – physical and intellectual –
from loss, damage, theft and misuse*

Commitment 6:

*Ensure that all my work records and communications
are accurate & truthful*

The background image shows a large, modern building interior. In the foreground, there is a wide staircase with blue-tinted steps and a glass railing. The ceiling is high and features several long, horizontal light fixtures and smaller circular lights. On the left, there are large, cylindrical columns. In the background, a man in a grey suit and glasses is standing near a display or wall. The overall atmosphere is professional and modern.

Commitment 7:

Cooperate fully with all authorized audits and investigations

Commitment 8:

Ensure that whenever I participate in personal community activities my actions and views are not perceived as those of MIMOS



Commitment 7:

Cooperate fully with all authorized audits and investigations

- Fully cooperate with all audits and investigations
- Cooperate with reasonable requests for information from government agencies and regulators. Consult with Legal Department or relevant authorities within MIMOS before releasing information to external parties.
- No concealing, alteration or destroying of documents or records in response to any investigation or other lawful requests.
- Refer to the following:
 - Internal Audit Charter
 - Industrial Relations Guidelines & Procedures

Commitment 8:

Ensure that whenever I participate in personal community activities my actions and views are not perceived as those of MIMOS

- MIMOSians are free to support community activities but entirely in their personal capacity. Care must be taken to ensure that any views expressed by them do not represent that of MIMOS.
- Community activities must not interfere with job performance.

Commitment 9:

Comply with MIMOS environmental policies and programmes

- Respect the environment by complying with all applicable national laws and MIMOS environmental policies and programmes
- Minimise the environmental impact of our operations and operating in ways that foster sustainable use of natural resources.
- Notify management if hazardous materials come into contact with the environment or are improperly handled or discarded.
- Refer to the following on k-miint:
 - Safety & Health Policy
 - Industrial Relations Guidelines & Procedures

Commitment 10:

Submit MIMOS Conflict of Interest Disclosure Form (CID) annually and re-submit whenever a new conflict of interest situation arises that has not been declared

- Organizational decisions and actions must be in the best interests of MIMOS and must not be motivated by personal considerations or relationships
- Relationship with prospective or existing suppliers, contractors or regulators must not affect our independent and sound judgement on behalf of MIMOS
- MIMOSians to fully disclose their external business interests/involvement using the MIMOS CID where there is a potential conflict of interest
- Refer to the following on k-miint:
 - MIMOS Conflict of Interest Guideline & Procedure





MIMOS Code Of Ethics
My Integrity Commitments

Commitment 9:

Comply with MIMOS environmental policies and programmes

Commitment 10:

Submit MIMOS Conflict of Interest Disclosure Form (CID) annually and re-submit whenever a new conflict of interest situation arises that has not been declared

Commitment 11:

Not work for or receive payments for services from any other organization without approval

- MIMOSians may not work for or receive payments for services from other organisations without prior approval.
- Any outside activity must be strictly separated from MIMOS employment.
- Any outside activity should not harm job performance at MIMOS.
- Refer to the following on k-miint:
 - *MIMOS Conflict of Interest Guideline and Procedure*

Commitment 12:

Declare all honorariums received and where the honorariums are in excess of RM2000, to divide the excess equally between me and MIMOS

- Honorariums received must be declared to the approving line manager.
- The employee is entitled to keep a maximum of RM2000 of the honorarium received for lectures/speeches delivered or expert advice rendered. The balance, if any, is to be divided equally between the employee and MIMOS.





Commitment 11:

Not work for or receive payments for services from any other organization without approval.



Commitment 12:

Declare all honorariums received and where the honorariums are in excess of RM2000, to divide the excess equally between me and MIMOS



Commitment 13:

Seek approval from management to serve on a board of directors or similar body for an outside company or government agency

Commitment 14:

Declare to my line manager all gifts received and channel them to Corporate Human Resource for appropriate distribution.



Commitment 13:

Seek approval from management to serve on a board of directors or similar body for an outside company or government agency

- Obtain approval in accordance with existing policy to serve on the board
- of directors for an external organization except if the organization is a non-profit.
- Refer to the following on k-miint:
- MIMOS Conflict of Interest Guidelines & Procedures

Commitment 14:

Declare to my line manager all gifts received and channel them to Corporate Human Resource for appropriate distribution.

- Do not accept gifts, kickbacks, commissions, lavish gifts or gratuities that have the potential to compromise our judgment.
- All gifts received are to be declared to the management.
- Forward all gifts that are more than RM200 in value to CHR for distribution.

Commitment 15:

Accept only entertainment that is reasonable, in the context of the business and that advances the interests of MIMOS

- An example of entertainment that is reasonable would be accompanying a business associate to a business meal.
- Entertainment that is prohibited by law or which involves gambling or consumption of alcohol is forbidden.
- Discuss with your line manager prior to accepting any invitation that has the potential to impair our fair judgment.

Commitment 16:

Seek approval in advance from line manager for any work related travel and lodging expenses provided by MIMOS supplier

- All travel accepted must be accurately recorded in our travel expenses records.
- No falsification of travel expenses.
- Declare travel expenses borne by any third party.





Commitment 15:

Accept only entertainment that is reasonable, in the context of the business and that advances the interests of MIMOS

Commitment 16:

Seek approval in advance from line manager for any work related travel and lodging expenses provided by MIMOS supplier



MIMOS Code Of Ethics
My Integrity Commitments

Commitment 17:

In the Conduct of Research, I shall undertake it with quality and in accordance with accepted ethical standards

- Safeguard all proprietary information belonging to MIMOS, partners and others who have entrusted it to us.
- Obligation to preserve proprietary information continues until it becomes public domain knowledge.

Commitment 18:

In dealing with partners I shall: Select them impartially and objectively guided by established criteria including compliance with MIMOS' ethical standards and I shall work towards building trust and mutual advantage with such partners

- Not select business partners who would harm MIMOS' corporate image and reputation
- Work with research institutions/centres that believe in research with quality and in accordance with accepted ethical standards
- Strive to make the ethical standards of or joint ventures, alliances and technology recipients compatible with our own.
- Ensure that subcontractors and suppliers preserve and strengthen MIMOS' reputation by acting consistently with the MCE.
- Refer to the following on k-miint:
 - *MIMOS Technology Recipient Incubation Programme (MiTRIP) Criteria (Refer to Legal Dept.)*
 - Procurement process
 - Technology Licensing Process and Standard Operating Procedure





Commitment 17:

In the Conduct of Research, I shall undertake it with quality and in accordance with accepted ethical standards

Commitment 18:

In dealing with partners I shall: Select them impartially and objectively guided by established criteria including compliance with MIMOS' ethical standards and I shall work towards building trust and mutual advantage with such partners



Commitment 19

Conduct myself responsibly, honestly and fairly and endeavour to ensure that the use of our technology does not violate ethical standards.

Commitment 20:

Ensure compliance with the MIMOS Code of Ethics



Commitment 19:

Conduct myself responsibly, honestly and fairly and endeavour to ensure that the use of our technology does not violate ethical standards.

- Ensure that the technology recipients use our technology ethically.
- Do not intentionally mislead technology recipients and joint venture and alliance partners when describing characteristics or features of MIMOS' technology.

Commitment 20:

Ensure compliance with the MIMOS Code of Ethics

- Report any breach or potential breach of the MCE in line with the Whistleblowing Policy and Procedure
- Refer to the following on k-miint:
 - *MIMOS Whistleblowing Policy & Procedure*

MIMOS Berhad
Technology Park Malaysia
57000 Kuala Lumpur, MALAYSIA

