



PT RADIANT  
UTAMA  
INTERINSKO  
Tbk

# **PEDOMAN ETIKA BISNIS DAN PERILAKU KERJA**

SKB/003/RUI/XII/2022

## **CODE OF CONDUCT**

**2022**  
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## INTRODUCTION

### A. PURPOSE AND OBJECTIVES

The purpose of the code of ethics policy is to foster positive relationships between the Company, its employees, and its stakeholders. It serves as a code of conduct for the Board of Commissioners, Directors, and all Company personnel.

Identify the ethics, morals, and values that support the company's mission and vision.

Understanding proper conduct in line with moral principles that are applicable to all Company employees.

### B. TERMS

1. PT Radiant Utama Interinsco Tbk is a company with a capital P, whereas firms with a lowercase P refer to businesses in general.
2. Meeting of Shareholders (GMS), the Board of Commissioners, and the Board of Directors are the Company's organs.
3. A subsidiary is a legal entity that conducts business that takes the form of a limited liability company or another structure that is comparable to a limited liability company and in which the company owns more than 50% of the shares that the subsidiary issues.
4. To act as a single Board, the Company's Board of Commissioners and all of its subsidiaries make up the Board of Commissioners.
5. The Board of Directors is made up of all the Directors of the Company and its Subsidiaries ( Board ).
6. The members of the Board of Directors and those who help the Board of Directors in managing the Company are referred to as management.
7. RUIS staff includes all employees who work in the PT Radiant Utama Interinsco Tbk environment, including PT Radiant Utama Interinsco Tbk employees, employees of subsidiaries, and independent contractors.
8. Business partners are people or organizations who form business alliances with the Company that have the potential and viability to be profitable for both parties.
9. A subsidiary is a legal entity that conducts business that takes the form of a limited liability company or another structure that is comparable to a limited liability company and in which the company owns more than 50% of the shares that the subsidiary issues.



10. Work ethics is a code of conduct that all employees must follow when doing their jobs for and on behalf of the company.
11. The Company as a business entity upholds a standard of conduct in its interactions and dealings with both internal and external stakeholders.
12. To control and regulate the company and produce added value for all stakeholders, good corporate governance is a corporate governance framework.
13. The Whistleblowing System is a system that manages or regulates complaints/disclosure procedures regarding illegal behavior, unethical or improper acts, violations of Company policies and/or regulations, actions or behaviors that can result in losses for the Company with the goal of maximizing the participation of stakeholders and other parties in disclosing violations that occur within the Company.
14. A conflict of interest is an event or circumstance where a company employee who gains power and authority has, or is suspected of having, a personal or group interest in any use of that power and authority, which could be harmful to the company and impair the quality and performance that should be.
15. Gratification or Bribery refers to activities of giving and/or receiving gifts/memorabilia and entertainment by Company personnel in relation to their authority or position in the Company. These activities can result in a conflict of interest that affects the independence, objectivity, and professionalism of the Company's Personnel.
16. Fraudulent acts are dishonest behaviors that include forgery, fraud, concealment, or omission of critical corporate papers or reports by company employees with the intent to harm the company or third parties.



## COMPANY ETHICS STANDARDS

### C. BASIC ETHICS AND CORPORATE BEHAVIOR

1. The purpose of PT Radiant Utama Interinsco Tbk's Code of Ethics and Conduct is to ensure that employees behave in a way that reflects the company's values of doing the right thing and in the right way.
2. Employees of the company are required to uphold company principles by acting ethically and professionally.
3. Determination to create a superior firm via competent personnel, strong finances, sustainable growth, and customer happiness" is the company's mission statement.
4. PT Radiant Utama Interinsco Tbk is dedicated to quality, safety, health, economic, social, and environmental elements based on international standards. Its purpose is to "organize and grow supporting service businesses in the energy and natural resources sector with technological innovation.
5. The company establishes seven (seven) pillars of the code of ethics and conduct that serve as the foundation for how the company's employees should conduct themselves:
  - a. Human resources are the major asset.
  - b. Independent as a company that is independent, does not belong to any crony, and refrains from engaging in overtly political activities.
  - c. Professional in all aspects of the Company's operations by placing a high value on expertise and dedication.
  - d. Fair and proportionate welfare for all stakeholders.
  - e. Exemplifying moral and ethical behavior for the Company's Leaders and Employees.
  - f. Accountability, responsibility, independence, openness, responsibility, and fairness are the cornerstones of good corporate governance.
  - g. Growth-oriented, with an emphasis on continuing to advance and develop.
6. The RADIANT human has the following characteristics:
  - a. **Reliable**  
Credible and dependable.
  - b. **Achievers of High Performance**  
High performer.
  - c. **Driven Individuals**  
Selalu berusaha untuk maju dan berhasil.  
Continually working to advance and be successful.
  - d. **Integrity**  
Menjunjung tinggi nilai kejujuran.  
Uphold the worth of being honest.



e. **Adaptability**

Mampu dan tanggap terhadap peluang atau perubahan-perubahan yang terjadi.

Capable of responding quickly to opportunities or changes.

f. **Network Organization**

Membangun dan mendayagunakan jaringan kerja.

Building and utilizing work networks.

g. **Teamwork**

Selalu bersedia bekerja sama.

Always ready to assist.

## D. KOMITE ETIK / ETHICS COMMITTEE

According to guidance from the Compliance and HRD Departments, PT Radiant Utama Interinsco Tbk has a separate committee that is in charge of implementing and monitoring the ethics and compliance program:







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According to guidance from the Compliance and HRD Departments, PT Radiant Utama Interinsco Tbk has a separate committee that is in charge of implementing and monitoring the ethics and compliance program:



2. *The Ethics Committee will organize Ethics Committee Meetings in line with Company Regulations respecting Communication Forums to :*
  - a. *Investigating serious policy and procedural deviations both at the corporate and SBU levels, according to reports from the Compliance Department.*
  - b. *Investigate any reports from the HRD Department that detail major employee infractions.*
  - c. *Selecting the appropriate sanctions in cases of violations or deviations brought to the Ethics Committee's attention.*
  - d. *Investigate issues raised by employee complaints about the code of ethics.*
3. *The following are each Department's responsibilities and functions in relation to the Code of Ethics and Conduct:*
  - a. Compliance Department
    - 1) Perform the formulation, outreach, and oversight of the application of the ethics and conduct-related rules, regulations, and procedures that are in effect at PT Radiant Utama Interinsco Tbk.
    - 2) Provide the Ethics Committee with reports or information on significant discoveries involving violations of the company's rules, processes, and code of ethics.
  - b. HR & GA Services Department
    - 1) Plan, coordinate, and oversee every aspect of the hiring, compensation, training, and management of human resources.
    - 2) Inform the Ethics Committee of any severe offenses that workers have committed.
    - 3) Take action in response to the Ethics Committee's sanctions or rulings against workers who violated the Code of Ethics.



c. Legal Department

- 1) Prepare company agreements, and deal with legal matters.
- 2) Ensuring that an anti-bribery and corruption clause is included in every contract or agreement for collaboration.
- 3) Provide a legal assessment of infractions and anomalies.

d. Relevant Department

- 1) Maintain employee discipline to ensure that they abide by all rules and regulations set forth by the business, particularly those pertaining to honoring the Code of Ethics.
- 2) Conduct consistent rewards and penalties together with instruction that motivates staff members not to violate policies.
- 3) Implement the Ethics Committee's conclusions regarding personnel.





## **SAFETY, OCCUPATIONAL HEALTH AND THE ENVIRONMENT**

### **E. OCCUPATIONAL SAFETY AND HEALTH**

The RUI Management System, which implements ISO (The International Organization for Standardization) 45001 standards, contains PT Radiant Utama Interinsco Tbk's commitment to always be active and responsible for carrying out a safety, health, and environmental management system by creating a workplace that is free from accidents and cares for the environment in accordance with applicable regulations and requirements, both at the national and international levels.

### **F. FUNCTION OF SHE**

PT Radiant Utama Interinsco Tbk has a Corporate QSHE that is in charge of planning, educating, and putting environmental, occupational health, and safety requirements into practice.

### **G. K3L IMPLEMENTATION COMMITMENT**

1. Making sure HSE is a top priority in the development and implementation of business objectives.
2. Adhere to all legal requirements in the nations and jurisdictions where the Company conducts business.
3. Going to make sure that all staff members are aware of the safety, health, and work environment management system so that they can appropriately care for, comprehend, apply, and supervise the HSE management system.
4. Continue to improve the business's performance through a review of the environmental management system in order to continuously implement and enhance a better safety, health, and work environment management system.
5. Reducing the number of injuries and illnesses with the aim of achieving zero workplace accidents, zero workplace-related injuries to people, and environmental preservation.
6. One of the key roles of all leaders is to uphold the K3L program's execution.



## H. PRINCIPLES OF EQUALITY AND MUTUAL RESPECT

1. Every employee of PT Radiant Utama Interinsco Tbk has human rights over himself and is not permitted to be subjected to any kind of physical or mental harm as a result of his employment. Every employee's freedom to pursue their political ambitions is guaranteed by the corporation, provided that they do not contravene any relevant laws or rules.
2. PT Radiant Utama Interinsco Tbk does not tolerate child labor in the course of conducting business, and employees are not allowed to be subjected to discrimination on the basis of race, color of skin, gender, sexual orientation, parental status, religion, political opinion, nationality, ethnic background, previous social history, social status, disability, or age. Therefore, all employees are required to be familiar with the provisions of other Company Regulations as well as the Law of the Republic of Indonesia concerning Manpower and Company Regulations that have been approved by the Directorate General of Development of Industrial Relations and Labor Inspection.
3. The foundation of PT Radiant Utama Interinsco Tbk's employees' cordial relationships is mutual respect, trust, and encouragement. They also develop cooperation in carrying out their individual roles and responsibilities and in establishing a positive work environment. To achieve the success of work units and company goals as a whole, harmonious relationships between leaders and employees must always be built, both formally and informally. This has become a corporate culture with regular activities that foster a sense of togetherness and harmony through the Communication Forum and Regular Meetings, Management Visits, and other external activities like outbound programs, CSR, worship activities, birthday celebrations.
4. Behaviours required of PT Radiant Utama Interinsco Tbk employees:
  - a. In accordance with the Company Policy on Communication Forums, the Company Manual on Communication, Participation, and Consultation, and the Communication, Participation, and Consultation Procedures, building communication and coordination to form a cohesive work team is step one.
  - b. Recognize and/or award colleagues' accomplishments.
  - c. Support one another and constantly remind coworkers to work creatively and with a goal-oriented mindset in line with the objectives and work programs implemented through the Key Performance Indicator (KPI) based on the Company's Manual on Objectives and Programs and Performance Appraisal Procedures.
  - d. Offer moral support to coworkers going through a crisis.
  - e. In order to accomplish established targets, leaders give clear and intelligible instructions and assignments. They also offer an impartial evaluation of performance achievement in accordance with KPI.



- f. According to the Company's Values as outlined in the Company Regulations, leaders serve as mentors and role models and are accountable for the conduct and performance of employees in their ranks.
5. PT Radiant Utama Interinsco Tbk workers are prohibited from engaging in the following conduct:
- a. Discrediting coworkers.
  - b. Talk or gossip about things that are not necessarily true.
  - c. Neglect coworkers who do have SARA issues.
  - d. Show contempt toward coworkers.
  - e. Arguments with coworkers.
  - f. Employees claim that their performance is inconsistent with the reality.
  - g. Leaders fail to provide Employees with updates on the Company's performance and other crucial information.
  - h. Leaders give Employees inaccurate information about changes in the Company's performance and other critical facts.
  - i. Leaders inform subordinates about an employee's flaws.
  - j. Employees reveal their lack of leadership skills to other leaders or their coworkers.
  - k. Managers incorrectly correct or guide staff members.
6. PT Radiant Utama Interinsco Tbk is required to provide a discussion of the company's ethics and conduct policies as well as other regulations in the orientation program for new employees.

## **I. HARASSMENT AND INTIMIDATION**

- 1. All kinds of verbal or physical harassment and intimidation that are against the law are not tolerated at PT Radiant Utama Interinsco Tbk.
- 2. It is not acceptable for management, coworkers, customers, or suppliers to intimidate or harass PT Radiant Utama Interinsco Tbk personnel in any way that could undermine teamwork and reduce productivity.
- 3. Every employee at PT Radiant Utama Interinsco Tbk is required to be aware of workplace harassment and intimidation, and everyone in the company is expected to treat one another politely and respectfully.



## J. PROTECTING PRIVACY AND CONFIDENTIALITY

1. According to their individual work responsibilities, employees of PT Radiant Utama Interinsco Tbk may have access to both PT Radiant Utama Interinsco Tbk-owned information as well as information controlled by third parties. Financial information, company plans, technical information, information on employees and clients, and other forms of information are examples of this type of information.
2. According to the Board of Directors Decree on Information Management and Disclosure Policy, only personnel who have been given the necessary authority or who have registered with the IT Department to access corporate information will be allowed access to information.
3. The following are some guidelines to follow to protect information:
  - a. Any information about PT Radiant Utama Interinsco Tbk or its clients that is not made public may not be disclosed to other parties, with the following exceptions :
    - 1) Individuals that are employed by PT Radiant Utama Interinsco Tbk, have access to the various sorts of information available as part of their jobs, and have valid justifications for doing so.
    - 2) Except for client-related communications, which can be handled by the director of operations or the head of a division or business unit, all external communications must be approved by the main director and routed through the corporate secretary. The Corporate Secretary will be joined by QSHE Corporate if the topic is SHE-related.
  - b. Accessing, using, producing, or using the business's confidential information is not allowed, unless it is necessary to perform duties for PT Radiant Utama Interinsco Tbk in line with document control procedures.
  - c. It is not permissible to save information belonging to PT Radiant Utama Interinsco Tbk on personal computers, external hard drives, flash drives, cloud storage, or any other medium that is not provided by the company. Therefore, each employee receives computer facilities from the company in accordance with the IT Security Procedure, with access to use controlled by the IT Department with the agreement of the authorities from the Leader of each process.
  - d. If employees are needed to take information outside of the PT Radiant Utama Interinsco Tbk facility in order to perform their tasks, they are responsible for returning the information-containing papers once those obligations have been completed. According to the guidelines in the Document Control Procedure, all documents that are distributed without the consent or knowledge of the process owner are referred to as "uncontrolled documents."



## **K. ALCOHOL, DRUGS AND OTHER ADDICTIVE SUBSTANCES**

1. It is against the law for employees to use alcohol, illegal drugs, or addictive substances that might impair their performance at work. Additionally, PT Radiant Utama Interinsco Tbk is dedicated to maintaining a healthy workplace that complies with existing laws and forbids the distribution, possession, or use of alcohol, illegal drugs, or other addictive substances that are unlawful or unlawful in the company's environment.
2. PT Radiant Utama Interinsco Tbk anticipates that every employee will give their all during work hours. In other words, the company anticipates that an employee's judgment and decision-making are sound and unclouded by alcohol, illegal drugs, or other addictive substances.



## BUSINESS PARTNERS

### L. CONFLICT OF INTEREST

#### 1. Fundamental concepts

The following fundamental guidelines are used for handling conflicts of interest, among others:

- a. Employees of the Company are required to make judgments in accordance with the law and company regulations without considering their own financial interests or being swayed by their affiliations with a particular religion, profession, political party, ethnic group, or family.
- b. Employees are not allowed to factor in personal interests while making choices or taking activities that could compromise the accuracy of their judgment. Employees of the Company are prohibited from taking part in official decision-making if there is a conflict of interest.
- c. Employees of the company shall refrain from taking personal acts that profit from inside knowledge acquired through their position, even if the information is unrelated to the performance of their tasks.
- d. Employees of the company must be honest about the jobs and labor they perform. This commitment extends beyond merely abiding by legal requirements and company policies; it also includes adhering to the GCG principles.
- e. Organizations must set up systems for handling complaints about potential conflicts of interest as well as processes for handling complainants' objections to how they used their authority.
- f. Company employees must manage their personal affairs as responsibly as they can in order to prevent conflicts of interest both while they are still Company Employees and after they leave the company.
- g. By putting in place a strong conflict of interest handling policy, company workers must show a commitment to morality and professionalism. Examples of scenarios to be on the lookout for include the following:

##### 1) Commercial possibilities

Employees at PT Radiant Utama Interinsco Tbk are not permitted to pursue commercial prospects found in their assigned tasks for themselves if doing so could be injurious to the company's interests. Employees are also prohibited from using their positions at PT Radiant Utama Interinsco Tbk or any of the company's assets or information for personal advantage.



2) Extra Duties

Job performance at PT Radiant Utama Interinsco Tbk must not be affected by any work performed outside of PT Radiant Utama Interinsco Tbk, whether it is paid employment or unpaid work. Employees are not permitted to engage in other business endeavors when they are supposed to be working for PT Radiant Utama Interinsco Tbk or by devoting their time and attention away from those tasks. Job performance at PT Radiant Utama Interinsco Tbk must not be affected by any work performed outside of PT Radiant Utama Interinsco Tbk, whether it is paid employment or unpaid work. Employees are not permitted to engage in other business endeavors when they are supposed to be working for PT Radiant Utama Interinsco Tbk or by devoting their time and attention away from those tasks. Employees of the company are forbidden from asking or accepting any work from other oil and gas businesses from clients of PT Radiant Utama Interinsco Tbk or from rival companies for personal gain.

3) Investment in the Company ( Insider Trading )

To prevent conflicts of interest with the company, PT Radiant Utama Interinsco Tbk's management and staff are not permitted to use information related to their positions within the organization for personal gain.

4) Boards participation and outside associations

A for-profit business or government organization's board of directors cannot have any employees on it. Unless it would lead to a conflict of interest at PT Radiant Utama Interinsco Tbk, serving on the board of a community or non-profit organization is not subject to prior approval.

5) Political involvement

Political parties, committees, or individual politicians will not receive any donations, payments, or endorsements from PT Radiant Utama Interinsco Tbk, either directly or indirectly. The use of company cash or resources, or on behalf of PT Radiant Utama Interinsco Tbk, by employees to make political contributions is prohibited.

6) Rewards, incentives, compensation, and amusement

It is against company policy for employees of PT Radiant Utama Interinsco Tbk to give or accept gifts, bonuses, payments, or entertainment to or from third parties. The following situations are exempt from this rule:

- a) Calendars, agendas, and banquets related to work are regarded as immaterial prizes (value below Rp. 500,000).
- b) Sample products sent to businesses or specific employees that have no monetary or other tangible value (below Rp. 500,000).

h. Rewards and bribes

Giving or receiving presents or promises is the act of bribery. No Management Leaders or Employees of PT Radiant Utama Interinsco Tbk are permitted to ask for or accept bribes, offer or give rewards of any kind, or provide any illegal or unethical benefits to other employees, representatives, government workers, clients, suppliers, or other third parties, directly or indirectly.





## **2. Conflict of Interest Models**

The following are only a few examples of the types of conflicts of interest that Company Employees frequently encounter:

- a. Circumstances in the workplace that present opportunities for Company Employees to:
  - 1) May give or receive gifts or gratuities in exchange for a choice or position.
  - 2) May be using company/office property for individual or group objectives.
  - 3) May be using job-related or business-related information for individual or group interests.
  - 4) Because of the influence and expectations of certain parties, the activity process is carried out inconsistently with the procedure.
  - 5) Able to perform tasks aside from the primary job.
- b. Multiple positions that are directly related to and share characteristics with the position, allowing one position to be used to the advantage of another job.
- c. Circumstances in which Company Employees grant privileged access to specific parties, causing them to neglect and disregard the relevant procedures in practice.

## **3. Types of Conflict of Interest**

The following are just a few examples of the various conflicts of interest that Company Employees frequently encounter:

- a. Regulations that favor one side because of influence, a tight connection, dependence, or satisfaction.
- b. Close relationships, compensation, recommendations, and influence from certain parties are taken into account when making decisions about employee appointments, promotions, career development, and incentives and punishments.
- c. Decisions that are not impartial and professional are used to choose partners or coworkers.
- d. Engaging in actions that violate norms, rules, and processes and joining a group that represents personal interests and is swayed by other groups.

## **4. Causes of Conflict of Interest**

- a. Abuse of authority occurs when employees of the firm make decisions or take acts that go beyond the scope of the trust placed in them, contravening both external and internal corporate policies.
- b. The occurrence of several positions, specifically when company employees hold two or more positions, which affects their ability and productivity to perform their primary responsibilities within the organization.
- c. There is an affiliation link (personal and group), which refers to the fact that some of the company's employees have ties to particular individuals through familial, marital, or friendship relationships, which may affect their judgment.



- d. Systemic operational procedure weaknesses within the company that could lead to conflicts of interest.
- e. Engaging in activities that are unrelated to his work obligations, which prevents him from performing his primary responsibilities for the organization in a manner that is professional, autonomous, and accountable.

#### **5. Conflict of Interest Report and Disclosure and Sanctions**

- a. The company's employees are required to be honest about the work they do while taking into account the values and guidelines established by the organization for providing services to clients.
- b. Company personnel must reveal any personal affiliations and interests that could interfere with the completion of company tasks in order to properly manage and control them.
- c. Businesses must establish, uphold, and foster a climate of open discourse about integrity with all relevant parties.
- d. Companies must ensure consistency and openness in the treatment of instances involving conflicts of interest.
- e. Companies need to be able to give the public access to a range of information about how they are using their authority.
- f. In order to prevent conflicts of interest, businesses must be able to encourage employees to disclose and address any conflicts.
- g. Companies must offer a means for reporting violations of any possible conflicts of interest or indications thereof.
- h. Infractions shall be subject to internal corporate sanctions and may even result in criminal penalties in accordance with statutory requirements.
- i. By disclosing a conflict of interest, you are shielding your loved ones from the danger of facing legal repercussions.

### **M. SUPPLIER AND SUBCONTRACTOR PROVISIONS**

- 1. The Code of Conduct must be followed by suppliers and subcontractors, and compliance must be continually monitored.
- 2. In line with the Internal Audit Charter and Internal Audit Procedures of PT Radiant Utama Interinsco Tbk, the company has the right to audit suppliers and subcontractors to ensure that the Company's Code of Ethics is consistently applied to those parties.



3. Suppliers/subcontractors are not permitted to ask for, receive, provide, or distribute bribes, any kind of compensation, or any illegal or unethical benefits to the management or employees of PT Radiant Utama Interinsco Tbk, directly or indirectly, under any circumstances.
4. The Procedure Concerning Agreements and Evaluation of Suppliers and Subcontractors contains provisions governing the evaluation of suppliers and subcontractors.

## **N. MONOPOLISTIC BEHAVIOR AND UNFAIR COMPETITION IN THE MARKETPLACE**

1. The business shall abstain from monopolistic behavior and unfair commercial activities that contravene relevant laws and regulations.
2. In accordance with the Republic of Indonesia Law regarding the Prohibition of Monopolistic Practices and Unfair Business Competition, as well as Republic of Indonesia Government Regulations related thereto, Company Employees are prohibited from entering into agreements, plans, or other similar matters both formally and informally with third parties that result in monopolistic practices and unfair business competition, which are prohibited by applicable laws and regulations.



## **PT RADIANT UTAMA INTERINSKO TBK - A PARTNERSHIP BETWEEN THE GOVERNMENT AND THE COMMUNITY**

### **O. DEALING WITH THE GOVERNMENT**

1. In order to foster trust and integrity in the business world, company personnel must be open and upfront about the company's operations and performance (both good and negative).
2. In order to defend the Company's legitimate commercial interests, workers are required to guarantee that all information submitted to lawmakers or government officials is factual and accurate in their capacity as representatives of PT Radiant Utama Interinsco Tbk.
3. Whenever employees interact with government officials, paragraph(2) is applicable. If the Employee is required to disclose information in connection with a government inspection or investigation or a law-making body, paragraph(2) also applies.
4. Employees of the company interact politely with officials who examine or investigate governmental or legislative organizations.
5. Employees of the company gather and preserve documents and data pertinent to any investigation or legal action by governmental or regulatory organizations.
6. Employees of the company are not allowed to deceive regulators, investigators, or government officials.
7. Employees of the company are forbidden from hiding, changing, or erasing documents, information, or data that have anything to do with formal judicial proceedings, investigations, or litigation.
8. It is forbidden for company personnel to try to impede an inquiry, examination, or legal proceeding by making it difficult for them to submit truthful information.
9. Employees of the company are forbidden from taking offense or criticizing anyone who cooperates with law enforcement or regulatory bodies.
10. As a result of the foregoing, PT Radiant Utama Interinsco Tbk is required to educate its staff about the code of conduct regarding ethics in interacting with the government.

### **P. ENGAGING WITH THE COMMUNITY**

1. In order to earn the trust of the community where the company operates, PT Radiant Utama Interinsco Tbk respects the rights and dignity of the community, Social Institutions, and other organizations that engage with PT Radiant Utama Interinsco Tbk. With the local community and other institutions, such as non-governmental organizations (NGOs), that have a legitimate stake in the company's operations, PT Radiant Utama Interinsco Tbk aspires to build honest, open connections.



2. With programs including social activities, charity, CSR, and community empowerment, PT Radiant Utama Interinsco Tbk supports local community development efforts that benefit PT Radiant Utama Interinsco Tbk, the community, and the State in equal measure.
3. Prevent the emergence or appearance of a conflict of interest when Company workers interact with the public. Because of this, PT Radiant Utama Interinsco Tbk is required to educate the community about the value of avoiding conflicts of interest.

## **Q. INVESTOR, ANALYSTS AND MEDIA COMMUNICATION**

1. Effective communication with investors, analysts, and the media necessitates a thorough knowledge of legal and media concerns.
2. According to the RUI Management System Manual, all external communications must go through the Corporate Secretary with the President Director's consent, unless they are client-related and can be handled by the Director of Operations or Division Heads. Members of the investment community can conduct checks, but only authorized personnel can react (shareholders, brokers and analysts or the media). Employees of the Company are not to divulge information to third parties unless they are an official with official authorization, since doing so may jeopardize the reputation of PT Radiant Utama Interinsco Tbk.



## ASSET & FINANCIAL INTEGRITY

### R. ACCURATE AND COMPLETE INFORMATION, RECORDS, REPORTING AND ACCOUNTING

1. In accordance with the Document Control Procedures, PT Radiant Utama Interinsco Tbk employees are obligated to keep data and provide reports honestly.
2. PT Radiant Utama Interinsco Tbk employees must also provide accurate information for the benefit of auditors, government agencies, management, or other parties with authority. The business will not permit payment manipulation by transferring funds through the records or accounts of third parties, such as agents or consultants.
3. As a result, procedures for preparing external financial reports, making internal financial reports, documenting financial transactions, and managing taxes have been added to the Board of Directors' Decree concerning Financial Administration Policy, further regulating the integrity and accuracy of financial data.

### S. PROTECTION OF COMPANY ASSETS

1. PT Radiant Utama Interinsco Tbk is in possession of a range of assets, including tangible property, confidential data, and intellectual property. Employees are in charge of safeguarding any PT Radiant Utama Interinsco Tbk property given to them as well as assisting to safeguard the company's overall assets. Employees must be aware of and understand the asset management policies and procedures outlined in the Board of Directors' Decree about the Company's Asset Management, Warehouse, and Logistics Policies in order to do this.
2. Workers must be vigilant and notify superiors right once if they become aware of any kind of loss of PT Radiant Utama Interinsco Tbk property.
3. Listed below are some principles for how to handle information, information systems, and intellectual property rights both internally and externally.
  - a. Intellectual Property
    - 1) A wide range of properties are included in intellectual property, including computer programs, technical documents, designs, and innovations.
    - 2) Since intellectual property rights are one of PT Radiant Utama Interinsco Tbk's most significant assets, the company owns any intellectual property produced by its employees while they are employed there.
    - 3) PT Radiant Utama Interinsco Tbk has competence procedures in place for developing human resources for employees in compliance with SNI 17020 concerning Training and Competency Procedures in an effort to raise awareness and comprehension.



b. Company Information System

- 1) The Company uses information technology applications (computer software) that can integrate all business process information flows to conduct business by using an information system that can handle all business process information.
- 2) The company forbids the processing, sending, taking, accessing, displaying, storing, printing, or disseminating of any information or material that is false, harassing, threatening, illegal, racially or sexually oriented, inappropriate, intimidating, or otherwise incompatible with professional conduct.
- 3) Passwords and PIN codes for information technology applications may not be given to third parties for any purpose by any employees of the company.
- 4) The Board of Directors Decree concerning Information Technology Policy and IT Security Procedures specifies more explicitly and in detail the authorities and restrictions on the use of information technology applications for all workers.

c. Employee Resignation Obligations

- 1) All company property that has been utilized by employees must be returned, including any paperwork and media that include PT Radiant Utama Interinsco Tbk's confidential information.
- 2) The employee shall be subject to the limitations on the use and disclosure of PT Radiant Utama Interinsco Tbk's private information even after leaving the company.
- 3) More specific rules are outlined in relevant procedures for departing personnel.





## CLOSING

### T. CLOSING


1. Connected processes further govern the process provisions related to the application of this Policy.
2. Since it was established, this policy is still in effect.





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