

PBA Holdings Bhd Integrity Framework: List of definitions from the Policy and Procedure

Adverse Media	any kind of negative information discovered across various public data sources and third-party data sources on an individual or an entity.
Associated Person(s)	person(s) who perform(s) services for or on behalf of PBAHB. This includes, inter alia, business partners, distributors, panel solicitors, vendors, outsourcing service providers and other intermediaries.
Board	the Board of Directors of PBAHB and its wholly owned subsidiaries.
Bribery	<p>the act of promising, offering, soliciting, giving, accepting or receiving gratification, directly or indirectly, as an inducement or reward to or not to do an act. Gratification includes:</p> <ul style="list-style-type: none">(a) money, donations, gifts, loans, fees, rewards, valuable securities, properties or interests in property being property of any description whether movable or immovable, financial benefits, or any other similar advantages;(b) any office, dignity, employment, contract of employment or services, or agreement to give employment or render services in any capacity;(c) any valuable consideration of any kind, any discount, commission, rebate, bonus, deduction or percentage;(d) any forbearance to demand any money or money's worth or valuable thing; and(e) any other service or favour of any description, including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted, and including the exercise or the forbearance from the exercise of any right or any official power or duty. <p>Gratification is considered an act of bribery if it has been given or received, directly or indirectly, as an inducement or reward to do or not to do an act.</p>

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Cash Equivalent	includes, but not limited to, certain vouchers, tickets, gift cards/ certificates, cheques, money orders/ postal orders, digital currencies, prepaid cards which can be directly (or partially) converted into cash bonds, negotiable securities, personal loans, guarantees, and other forms of security which benefits are derived.
Conflicts of Interest	any circumstance that could cast doubt on a Director or an Employee's ability to act with total objectivity with regard to PBAHB's interests and statutory duties.
Contract	all contracts between PBAHB and the APs.
Corruption	an abuse of entrusted power for the advantage of PBAHB or for personal gain. Corruption may take the form of Bribery, nepotism, embezzlement or any acts related to abuse of power.
Director	a Director of PBAHB or its wholly owned subsidiaries as defined under the Companies Act 2016.
Employee	a person employed on a permanent or contract basis by PBAHB and its wholly owned subsidiary companies. This can include full time positions, part time positions, graduate scheme places, internships, work experience placements, apprenticeships, contract based roles and any other job position that PBAHB may offer.
Entertainment	business entertainment and hospitality. This includes, but is not limited to, meals, conferences, sporting events, concerts, cultural events, educational events and any related travel, accommodation or hospitality.
Facilitation Payment	a payment for routine governmental action, such as processing papers, issuing permits, and other actions of an official, in order to secure or expedite performance of duties. Facilitation payments exclude payments for legitimate express services that are permitted by law (e.g. express visa services).
Foreign Public Official	includes a person who satisfies one of the following criteria:

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- (a) any person who exercises a public function for a foreign country, including a person employed by a board, commission, corporation, or other body or authority that is established to perform a duty or function on behalf of the foreign country;
- (b) any person who holds a legislative, executive, administrative or judicial office of a foreign country whether appointed or elected; or
- (c) any person who is authorised by a public international organisation to act on behalf of that organisation.

Gifts any item of value to the recipient. This includes, but not limited to, gratuities, souvenirs, stationary, gift baskets, bottles of wine, vouchers, tickets to an event, and any item commemorating PBAHB transaction (such as deal tombstones).

Market Value the amount at which Gifts and Entertainment can be bought or sold in an open and competitive market or if the Market Value is unknown, at a reasonable estimation of Market Value

PBAHB PBA Holdings Bhd and its subsidiary companies.

PP PBAHB's Policies and Procedures.

Public Official includes any person who is a member, an officer, a staff or a servant of a public body, and includes a member of administration, a member of Parliament, State Legislative Assembly, a judge of the Courts in Malaysia, and any person receiving any remuneration from public funds, and, where the public body is a corporation sole, includes the person who is incorporated as such.
Public body includes:

- (a) the Government of Malaysia;
- (b) the Government of a State;
- (c) any local authority and any other statutory authority;
- (d) any department, service or undertaking of the Government of Malaysia, the Government of a State, or a local authority;
- (e) any society registered under subsection 7 (1) of the Societies Act 1966 [Act 335];

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- (f) any branch of a registered society established under section 12 of the Societies Act 1966;
- (g) any sports body registered under section 17 of the Sports Development Act 1997 [Act 576];
- (h) any co-operative society registered under section 7 of the Co-operative Societies Act 1993 [Act 502];
- (i) any trade union registered under section 12 of the Trade Unions act 1959 [Act 262];
- (j) any youth society registered under section 9 of the Youth Societies and Youth Development Act 2007 [Act 668];
- (k) any company and subsidiary company over which or in which any public body as is referred to in paragraph (a), (b), (c), (d), (e), (f), (g), (h), (i) or (j) has controlling power or interest; or
- (l) any society, union, organisation or body as the Minister may prescribe from time to time by order published in the Gazette.

The definition for Public Officials only applies to Malaysian Public Officials. Foreign Public Officials has been defined separately in this section.

Senior Management

the person who holds the position as Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Corporate Affairs Division Head, Human Resources Division Head of PBAHB.

SPAN

Suruhanjaya Perkhidmatan Air Negara.