

Code of Conduct

PT United Tractors Tbk



2023

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SECTION 1

PREFACE

CATUR DHARMA | COMPANY'S CULTURE

Preface

As a corporate citizen, PT United Tractors Tbk (“**UT**” or “**Company**”) has the determination and efforts to reach its aim of “To Prosper with the Nation”. UT wishes to become a business institution that brings benefits both to its shareholders as well as to all its stakeholders in Indonesia.

UT’s efforts in reaching its aim to prosper with the Nation can only be achieved if the Company can exist and grow in a healthy and sustainable manner. A continuous growth of UT’s businesses would contribute to the national development and the welfare of the Indonesian people.

UT realizes that the sustainability of a company is strongly influenced by the behavior of the company as a corporate citizen. Therefore, since the very beginning UT has affirmed its intention to be a Good Corporate Citizen that behaves and acts in harmony with the laws, regulations and ethics, implements an effective management system, due observance to Sustainable Development Goals (SDG) also Environmental Social Government (ESG) aspects in the operational activities, have commitment to implement Diversity, Equity and Inclusion (DEI) and also provides benefits to the wider community. The Company elects to manage its businesses with due observance of moral and social norms as well as the public interest.

In order to develop UT as a Good Corporate Citizen, it is necessary to establish a guideline for all UT persons to behave and act in an appropriate manner, namely UT Good Corporate Governance, comprising among others UT code of conduct.

UT code of conduct has been prepared based on PT Astra International Tbk (“Astra”) code of conduct which subjects to Astra philosophy as a holding company, Catur Dharma, particularly the first and foremost value of Catur Dharma, which is To Be an Asset to the Nation, and with due observance to the principles of good.



1.1 Catur Dharma

The Company applies Catur Dharma philosophy to develop a value system which has functioned as reference for all values, principles, ethics and policies in forming Company’s culture. Elements of Catur Dharma are: “To be an asset to the nation”, “To provide the best service to our customers”, “To respect individuals and promote teamwork”, and “To continually strive for excellence”.

1.2 Company's Culture

With Catur Dharma as the foundation, UT establishes a solid organizational culture known as UT Culture. The results are eight pillars of Company’s culture called **SOLUTION** (**S**erve, **O**rganized, **L**eading, **U**niqueness, **T**otality, **I**nnovative, **O**pen-mind, **N**etworking).

<i>Serve</i>	Provides best services to the customers professionally with wholeheartedly.
<i>Organized</i>	Put forward the way of thinking, working, and cooperating in: systematic manner, discipline, using priority principle, and respect for each other.
<i>Leading</i>	Always leading and proactive in providing best solution, so that become role model, inspiration, and motivation to surrounding.
<i>Uniqueness</i>	Always provides best solution uniquely without sacrificing company's interest.
<i>Totality</i>	Consciously and full of integrity conducts duties and responsibilities by providing total, complete, and thorough solution.
<i>Innovative</i>	Always grows new ideas, conducts continuous improvements, and creates conducive surrounding to be creative so that provides added value to stakeholder.
<i>Open-mind</i>	Always shows open heart, mind, attitude, and behaviour to develop self and organization's potency.
<i>Networking</i>	Always expands synergistic relationship to increase added value through mutual partnership.

SECTION 2

GUIDELINE ON

BUSINESS ETHICS

& WORK ETHICS

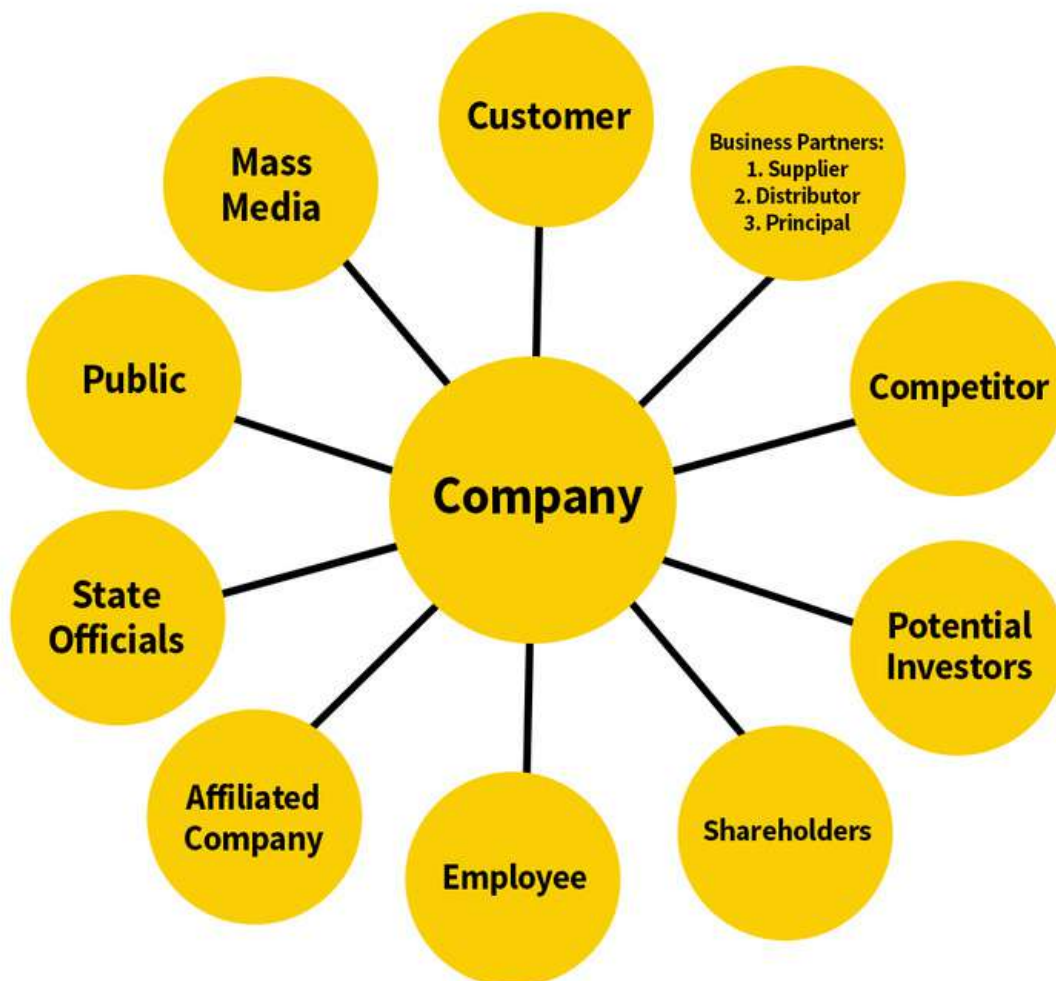
INTRODUCTION | SCOPE OF ETHICS | BUSINESS ETHICS | WORK ETHICS

2.1 Introduction

Business Ethics is a system of values upheld by the Company as a guidance to interact with its surrounding, internally, and externally. Whereas Work Ethics is a system of values upheld by the employees of the Company that govern their conduct, behavior and relationship with parties within the Company.

2.2 Scope of Ethics

The scope of Business Ethics and Work Ethics can be described as the following diagram:



2.3 Business Ethics

2.3.1 Customers

Definition:

Parties who are the purchasers or users of the products or services produced and/or marketed by the Company.

In interacting with the customers:

- a. The Company respects the rights of the customers in accordance with applicable laws and regulations.
- b. The Company is committed to price, quality, delivery time, after-sales service and product warranties in accordance with applicable standards.
- c. The Company is prohibited from giving or accepting rewards or gifts from the customers.
- d. The Company maintains the confidential information of the customers
- e. The Company adheres to the advertising ethics and applicable laws and regulations.

2.3.2 Business Partners

Definition:

Parties that have business with the Company, such as principals, distributors, dealers and suppliers.

Principles in cooperating with business partners:

- a. Based on common interests, equality and mutual trust based on fairness and social responsibility regardless of ethnic background, religion beliefs, race and social groups.
- b. Complies with applicable laws and regulations.
- c. Commissioners, Directors and Employees of the Company must avoid conflict of interest.
- d. All agreements must be made in the written document in good faith and based on mutual benefit.

- e. Selection of the business partners is based on professionalism and in line with QCDSM (Quality, Cost, Delivery, Safety, Morale) values.
- f. Strive to empower small and medium scale business partners.
- g. The Company (including Commissioners, Directors and Employees of the Company) is not allowed to give or accept any kind of rewards or gifts from business partners.

2.3.3 Competitors

Definition:

Other parties that manufacture or market similar products and/or services or substitutes to the products and/or services manufactured or marketed by the Company.

Principles in dealing with the competitors:

- a. The Company supports fair and healthy competition in accordance with applicable laws and regulations.
- b. The Company is not allowed to develop cooperation with competitors, which could be detrimental to the customers and/or leads to monopolistic practices.
- c. The Company is not allowed to discredit competitors in its marketing, promotion and advertising activities.
- d. Commissioners, Directors and Employees of the Company are not allowed to take part in the management and/or to own shares of a competitor, either directly or indirectly.

2.3.4 Employees

Definition:

Individuals who work at the Company and receive salary based on an employment relationship.

In conducting an employment relationship with the Employee:

- a. The Company honors the universal principle of human rights as well as the rights and obligations of Employees based on applicable laws and regulations.

- b. The Company provides equal opportunities regardless of seniority, gender, ethnicity, religion, race and social groups, with due observance to their competence and performance.
- c. The Company treats the Employee as a valuable asset, therefore she/he needs to be respected and her/his competence and character must be enhanced.
- d. The Company builds an atmosphere of openness and two-way communication with the Employee.
- e. The Company rewards its outstanding Employees.

2.3.5 Shareholders

Definition:

Individuals or institutions that are registered in the Shareholder Register of the Company.

In any form of interaction with the Shareholders:

- a. The Company treats its shareholders in a fair manner, including in providing accurate and timely information, in accordance with the Articles of Association of the Company and applicable laws and regulations.
- b. The Company endeavors to deliver optimal performance and maintain a good corporate image to increase shareholders' value.
- c. The Company upholds applicable laws and regulations on inside information with regard to requests for access to sensitive and/or confidential information.

2.3.6 Potential Investors

Definition:

Individuals or institutions that have the potential or intend to participate directly or indirectly in the Company's shares ownership, including investment supporting institutions.

In interacting with potential investors:

- a. Company provides accurate and timely information in accordance with applicable laws and regulations.
- b. The Company discloses required information in a fair manner.

2.3.7 Affiliated Companies

Definition:

Companies that have an ownership relationship with the Company, either directly or indirectly.

Together with and among Affiliated Companies, the Company develops cooperation to achieve synergy in its various business and social activities both at the head office or at the branch office level in accordance with applicable laws and regulations, including competition laws.

2.3.8 State Institutions

Definition:

State institutions, which include the legislative, executive, judiciary and other institutions, both at the national or regional levels, and their officers.

In interacting with State Institutions:

- a. The Company establishes harmonious, constructive and respectful relationships with due observance of applicable laws and regulations.
- b. The Company supports national and regional programs, particularly in education, socio-economic, health, and environment.

2.3.9 Community

Definition:

A group of people who live together in a certain location and have a direct or indirect relationship with the Company's activities.

In Interacting with the Community:

- a. The Company participates in maintaining a clean and healthy environment in the surrounding area of the Company.
- b. The Company, wherever it is located, builds and fosters congenial and harmonious relations and endeavors to provide benefits through empowerment programs, particularly to communities in the surrounding area of the Company.
- c. The Company respects social, cultural, tradition, modesty, beliefs, and religions.

2.3.10 Mass Media

Definition:

Institutions which include printed, electronic and online media provide information, education, promotion, social control, and entertainment.

In interacting with the Mass Media:

- a. The Company adheres to the truth and disclosure of information in an accountable manner in accordance with the journalistic code of ethics and applicable laws and regulations.
- b. The Company positions the mass media as an equal partner, therefore it is necessary to build positive and mutual respective cooperation.

2.4 Work Ethics

The Work Ethics guideline applies to the Board of Commissioners, Board of Directors, and employees of the Company.

Work Ethics includes:

a. Employees' conduct in the Company:

- To be a good member of the Company by complying with internal policies/rules of the Company, the Company Regulations, and applicable laws and regulations.
- To apply and develop their maximum potential for the benefit of the Company.

b. Participates in creating conducive working environment and jointly developing good working culture

Employees' conduct in the use of authority and position in the Company:

- To responsibly use their authority and position for the interests of the Company, and not to serve for their own or others' interests.
- To maintain and utilize all data, information, assets, and facilities of the Company for the benefit of the Company, and not to serve for their own or others' interests.

- To keep the Company's good reputation by minding their conduct and behavior, both outside and inside the Company.

c. Employees' conduct towards the Company's confidential information

The Company's confidential information is strategic documents and/or information that are formulated or acquired by the Company which may not be disclosed and conveyed to external parties, with the following considerations:

- To maintain the Company's competitive advantage; and/or
- To honor agreements or laws and regulations, which require the Company to maintain the confidentiality of such information

The Information included in the Company's confidential information category are:

- Financial statements and/or material transactions that have not been disclosed to the public;
- Strategic corporate plan;
- Information bound by a confidentiality agreement;
- Products of the Company that are still in the development stage;
- The uniqueness of technology;
- Material information that is not yet available to the public; and
- Other information that is considered confidential.

Material Information is important and relevant information that may affect the securities price of the Company or decision of the investor to purchase or sell securities of the Company.

All employees are responsible for maintaining the confidentiality of the confidential information of the Company and are prohibited from abusing such information.

The confidential information of the Company obtained by employees shall remain confidential after the expiration of their employment at the Company.

d. Employees' relations as superior/subordinate in the Company:

- Superior acts as a role model, leader and mentor for their subordinates.
- Subordinates proactively develop and express their potential under the direction and guidance of their superior.
- To mutually accept, respect and foster good cooperation in an atmosphere of openness, based on sincerity and good faith.

e. Relationship among Employees:

- To mutually respect, encourage and foster good cooperation in carrying out their respective duties and responsibilities.
- To reinforce integrity and foster transparency and abundance mentality in a harmonious relationship as members of the Company.

SECTION 3

CORPORATE SECRETARY

The Corporate Secretary is function that assists the Board of Directors to stick with good corporate governance principle, especially accountability and transparency principle in ensuring compliance of the Company with applicable laws and regulations and administering the decisions of the Company as well as communicating with the capital market authorities and the public.

The Corporate Secretary is responsible to the Board of Directors and has among others the following functions:

- a. Provide advice to the Board of Directors and Board of Commissioners relating to capital market laws and regulations.
- b. To ensure that the meetings of the Board of Directors and Board of Commissioners are conducted properly and on schedule, and the meeting's decisions are properly documented and archived.
- c. To ensure that the General Meeting of Shareholders is conducted properly and in good order.
- d. To support the socialization and implementation of the Corporate Philosophy, Corporate Values, Systems, and Corporate Culture.
- e. To conduct synergies with related divisions to socialize, implement, monitor, and review the implementation of the UT code of conduct.
- f. To provide input to the Strategic Corporate Planning of the Company.
- g. As a liaison or contact person between the Company and Indonesia Financial Services Authority (Otoritas Jasa Keuangan), the stock exchange, where the securities of the Company are listed, and the public.
- h. To ensure that the administration, registration, and reporting to the Financial Services Authority (Otoritas Jasa Keuangan) and the stock exchange where the securities of the Company are listed, are implemented properly and in a timely manner.
- i. To prepare and/or communicate accurate and adequate material information to the capital market community, including information on the performance and corporate action of the Company.
- j. To establish a good relationship with stakeholders to foster trust in the ability of the management to run the Company and create long-term value for the stakeholders.
- k. To conduct an orientation program for a new member(s) of the Board of Directors and/or the Board of Commissioners, and
- l. To keep pace with developments in the capital markets, particularly applicable laws and regulations and international practices on good corporate governance.

SECTION 4

AUDIT AND

RISK MANAGEMENT

AUDIT COMMITTEE | INTERNAL AUDIT | RISK MANAGEMENT | EXTERNAL AUDITOR

As a part of the implementation of UT Good Corporate Governance, UT conforms its management control tools in line with the regulations applicable to audit and risk management comprising:

- Audit Committee;
- Internal Audit;
- Risk Management; and
- External Auditor.

4.1 Audit Committee

The Audit Committee is a committee established by and responsible to the Board of Commissioners. The primary function of the Audit Committee is to assist the Board of Commissioners in carrying out its oversight function on reporting of financial statements, audit, risk management and compliance with applicable laws and regulations.

4.2 Internal Audit

Internal audit is an activity associated with providing independent and objective assurance and consultations, with the aim to increase the values and improve operations of the Company through a systematic approach, by way of evaluating and increasing internal control effectiveness.

4.3 Risk Management

Risk management is a structured process for aligning strategy, process, people, technology and knowledge within an enterprise organization, with the aim to evaluate and mitigate the adverse effects of a potential condition.

The risk management unit assists the Board of Directors in the risk management process on an ongoing basis starting from identifying the risk exposures of the Company, and current control measures, and exploring other possible alternative solutions to further reduce the risk.

4.4 External Auditor

As one of the accountability of the Board of Directors in operating and managing the Company, the Board of Directors periodically submits financial statements in accordance with the accounting principles and practices that are generally accepted in Indonesia. The Board of Directors is responsible for implementing good general accounting policies to establish and maintain internal control in recording, processing, summarizing, and reporting transactions that are within the authority and control of the Board of Directors.

In order to provide a reasonable assurance that the financial statements of the Company have been presented fairly in all material respects, the Company appoints external auditors to audit the financial statements of the Company.

SECTION 5 SECURITIES DEALING RULES

PREFACE | DEFINITION | RULE

5.1 Preface

In principle, UT encourages its Employees to invest in and hold securities (including shares or bonds) that are issued by companies within Astra Group and listed on the Indonesian Stock Exchange (“**Astra Group Issuer**”), as a long-term and non-speculative investment. However, these investments must be carried out in accordance with applicable laws and regulations.

In Indonesia, the trading of listed securities is subject to Law No. 8 the Year 1995 on Capital Market (“**Capital Market Law**”) and Capital Market regulations, which prohibit Commissioners, Directors, Employees of the issuer, and certain other parties from purchasing or sell securities of the issuer, unless the requirements provided in the capital market laws and regulations are satisfied.

To protect the Employee and UT from any potential violation of such laws and regulations as well as from any possible claim or charge, this Securities Dealing Rules is imposed on the Commissioners, Directors, and Employees of the Company. The Securities Dealing Rules are made based on capital market laws and regulations but are wider in scope and seek to provide further guidance.

5.2 Definition

“Dealing” includes:

- any acquisition or disposal of securities of Astra Group Issuer which is listed in the stock exchange (or an agreement to acquire or dispose of the same), at present or in the future, conditional or unconditional;
- entering into a contract, the purpose of which is to secure a profit or to avoid loss due to price fluctuations of any securities of listed Astra Group Issuer;
- any transaction which is effecting a change of ownership of shares of the listed Astra Group Issuer.

“Inside Information” is information that is:

- not available to the public;
- related, directly or indirectly with the Company and/or the relevant Astra Group Issuer; and
- may affect the price of securities of Astra Group Issuer.

“Black Out Period” is:

- within sixty (60) days prior to the announcement of the annual financial statements by the relevant Astra Group Issuer;
- within thirty (30) days prior to the announcement of the quarterly financial statements by the relevant Astra Group Issuer.

“Short-term” means twelve (12) months period or less.

“Related Party” include:

- the husband/wife of a Director, a Commissioner, and an Employee;
- the children of a Director, a Commissioner, and an Employee;
- any individual or legal entity controlled by a Director, a Commissioner, and an Employee, either directly or indirectly.

“Prohibited Party” means the Directors, Commissioners and Employees.

5.3 Rule

5.3.1 Prohibited Party and Related Party are not allowed to conduct Dealing:

- during the Black Out Period; and/or
- when they possess inside information;

The prohibited Party and Related Party are encouraged to engage in long-term Dealing and refrain from conducting short-term Dealing.

The Prohibited Party should carefully consider whether they have or do not have inside information (or can be considered to have such information).

In case of any doubt, the Prohibited Party is advised to consult with the Corporate Secretary or the legal division of the Company prior to conducting the transaction.

5.3.2 The Prohibited Party and Related Party are not allowed to invest in or divest the securities of another issuer or public company in Indonesia nor overseas if they are aware of a transaction plan of the said issuer or public company with UT that may affect the price of their securities.

5.3.3 The Prohibited Party and Related Party who have inside information are not allowed:

- to influence other party to purchase or sell related securities, or
- to provide inside information to any party whom they should have reasonably suspected may use such information to purchase or sell related securities.

SECTION 6

GUIDELINE ON CONFLICTS

OF INTEREST

GENERAL GUIDELINE | MATTERS THAT SHOULD BE OBSERVED

6.1 General Guideline

Any transaction carried out between:

- UT and its Affiliates (as defined under Capital Market Law); or
- Companies controlled by UT ("**Controlled Company**") and Affiliates of UT,

shall be conducted in accordance with capital market laws and regulations to ensure that the transaction is carried out in the interest of UT.

In general, a transaction between (i) UT or a Controlled Company, and (ii) Affiliates of UT, may be subject to various requirements and as such should be reviewed closely.

6.2 Matters that should be observed

6.2.1 Each proposed transaction between (i) UT or a Controlled Company and (ii) Affiliates of UT (including its renewal and/or amendments) shall first be reviewed by the Legal Department of UT and/or the Legal Department of the Controlled Company to ensure compliance with applicable laws and regulations.

The Legal Department of the Controlled Company shall subsequently report the such proposed transactions to the Legal Department of UT.

6.2.2 For the following particular transaction:

- between UT or the Controlled Company and a Director/Commissioner/Major Shareholder of UT or their Affiliates, or
- where there is a difference between the economic interests of UT/the Controlled Company with the personal economic interests of the Director/Commissioner/major shareholder of UT ("**Conflict of Interest Transaction**"),

Such a proposed transaction shall be first reviewed by the Legal Department of UT to ensure compliance with the applicable laws and regulations.

6.2.3 If according to the laws and regulations, a Conflict-of-Interest Transaction requires approval from independent shareholders of UT, the such proposed transaction shall also require prior approval from the Board of Commissioners of the Company.

6.2.4 Every Conflict-of-Interest Transaction shall be carried out under customary terms and at a fair price, and not detrimental to the Company. Appropriate internal control procedures shall be carried out to support such requirements.

6.2.5 If an employee (including executive) has a conflict of interest with UT or UT Group, or if a transaction involving an employee is deemed by another relevant party as a conflict of interest transaction with UT or UT Group, the employee shall immediately disclose the such transaction in writing to the Board of Directors of UT.

6.2.6 Every Director, Commissioner, and Employee of UT or Controlled Company who has a conflict of interest with UT or Controlled Company must not be involved in the decision-making process related to such conflict of interest.

SECTION 7

GUIDELINE ON DONATION

POLICY

DEFINITION | OBJECTIVES | ORDER OF PRIORITY | GRANTING CONSIDERATION
| GRANTING POLICY

7.1 Definition

Donation is a contribution or participation of the Company, which is granted on its own initiative or at the request of other parties, in the form of cash funds, goods/in kind, vehicles, or joint programs, and particularly granted to the communities in the surrounding area of the Company, organization, institutions or other parties.

7.2 Objectives

As a form of the Company's concern and corporate social responsibility towards the social conditions of the community that needs assistance.

7.3 Order of Priority

7.3.1 High priority:

Areas or activities:

- Natural disaster
- Education
- Health
- Environment

Organization or institution that may propose:

- Communities in the vicinity of the Company
- Mass media/Press
- Educational institutions
- Community-based organizations
- Reputable Non-Governmental Organizations
- Governmental institutions
- Other related parties

7.3.2 Medium priority:

Areas or activities:

- Sports
- Social/Religion
- Culture

7.3.3 Low priority:

Areas or activities:

- Routine donations, such as anniversaries
- Seminar, purchase of invitation
- Donation upon personal request
- Congress, symposium, conference
- Regional related donation

7.3.4 Non-priority:

Areas or activities that are not in line with Astra's Catur Dharma values, among others:

- Politics
- In relation to the competitors
- Those that may raise conflict and discrimination issues (SARA)

7.4 Granting Consideration

- Shall be selective and evaluated by considering the objectives and reputation of the parties or organizations/institutions submitting the proposal
- Shall be targeted to the right recipients and in line with the need
- Shall be coordinated and communicated with the affiliates of the Company to avoid duplications
- Availability of funds (according to budget)

7.5 Granting Policy

- a. Donation requests for communities in the vicinity of the Company, such as RT, RW, Village, and District, shall be evaluated and decided by the Company. In the case of donations granted to the same area, coordination shall be carried out with and between the affiliates of the Company.
- b. Donation requests for a provincial level or above, shall be coordinated among the Public Relations functions within UT Group and Corporate Communication of the Company.
- c. Each Public Relation functions in affiliates of the Company shall record all donations to organizations, and institutions and inform the same to Corporate a.Communication of the Company as a basis for considering the donation.

SECTION 8

WHISTLE BLOWING

SYSTEM

Whistle blowing is a system that can be used by the whistle blower to report the data and information related to the indicated violation which occurred in the Company. As part of continuous improvement, this system is designed to prevent any dispute among involved parties and to prevent the occurrence of the same violations.

The Company through the special violation reporting force will conduct a review of the report and take required actions. Furthermore, the company will take any required measure to prevent similar violations.

The Whistle Blowing System policy has been implemented by the Company as stated in the Whistle Blowing Policy listed on the Company's website.

SECTION 9

DATA PROTECTION

The rapid development of information technology and communication raises various opportunities and challenges. This development may drive the economic growth of a country. However, there is a challenge that needs to be noted in the development of information technologies, related to data protection.

The Company is committed to protecting every data acquired, generated, processed, analyzed, and/or stored by the Company in conducting its business in accordance with the applicable law and regulations. The Company will conduct its best effort to protect any personal data of employees, customers, and stakeholders, who are involved in the Company's business activities.

The Company's data protection measure will be regulated further in a separate set of rules according to the Company's policies and the applicable laws in Indonesia.

The provision(s) contained in this Code of Conduct has been authorized by the Board of Directors and the Board of Commissioners of the Company in accordance with applicable regulations.



UNITED TRACTORS

member of **ASTRA**

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