



اءوتوريتي فيتروليوم نكارا بروني دارالسلام
PETROLEUM AUTHORITY OF BRUNEI DARUSSALAM

CODE OF CONDUCT AND ETHICS

2025 Edition
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PETROLEUM AUTHORITY OF BRUNEI DARUSSALAM

MESSAGE FROM OUR MANAGING DIRECTOR

SHAMIR SALAHUDIN



Dear Colleagues,

This Code of Conduct and Ethics outlines the behaviours expected of everyone within the Petroleum Authority's ecosystem. It serves as a guiding framework for upholding the highest ethical and professional standards. Protecting our reputation and ensuring long-term success is a collective responsibility that begins with each individual's commitment to these principles.

Our core values serve as the guiding principles behind everything we do. They reflect our shared belief in unity, accountability and excellence — uniting all stakeholders across the industry as we work together to achieve a shared vision.

The Petroleum Authority is driven by a culture that focuses on making a meaningful impact on the nation through inquisitiveness and a willingness to challenge the status quo. We are a team of enablers, empowering individuals and teams to reach their full potential.

The Code applies to employees within Petroleum Authority Brunei Darussalam, including the Board of Directors. They form the foundation of how we operate, make decisions, and engage with others. Everyone is encouraged to review the Code carefully and reflect on how it guides their role in building a responsible and resilient energy sector. Non-compliance with this Code may result in disciplinary action, up to and including termination of employment.

Remember, your role is crucial in upholding these principles and ensuring our collective success. Together, through shared values and steadfast integrity, we contribute to Brunei Darussalam's sustainable development and enduring progress.

VISION

**A PROGRESSIVE AND
RESILIENT OIL & GAS
INDUSTRY**



MISSION

**TO REGULATE AND
FACILITATE THE OIL & GAS
INDUSTRY DEVELOPMENT
TO MAXIMIZE THE FULL
VALUE CHAIN**

PA ROLES

TECHNICAL ADVISORY

PROVIDING TECHNICAL ADVISORY ON MATTERS PERTAINING TO OIL AND GAS.

PRUDENT REGULATOR

REGULATE, SUPERVISE AND MONITOR UPSTREAM, MIDSTREAM AND DOWNSTREAM OIL AND GAS OPERATIONS.

MAXIMISE VALUE

TO ENSURE BRUNEI DARUSSALAM'S HYDROCARBON RESOURCES AND VALUE CHAIN IS MAXIMIZED IN ITS IMPACT TO THE COUNTRY.



PA CORE VALUES

UNITY

Working together in a whole of nation approach to preserving value and wealth in accordance to Maqasid Al-Syariah

ACCOUNTABILITY

Upholding integrity, dignity and respect – Attentive to the viewpoints to include all to be part of the development of oil and gas industry.

EXCELLENCE

Committed in building excellence and delivering outstanding performance

PRINCIPLES OF CODE OF CONDUCTS AND ETHICS



Commit to Highest Standard of Integrity

with zero tolerance for bribery, corruption, and any conduct that undermines our ethical responsibilities.



Maximize value and drive integrated development

by championing innovation, driving efficiency, and enabling sustainable long-term growth across the industry.



Deliver high-quality technical advice

that empowers informed decision-making, supports continuous improvement, and advances national development goals.



Exercise Responsible stewardship of resources, knowledge and expertise

to protect the interests and needs of both present and future stakeholders.



Foster an Open & Safe Organisational Culture

where concerns can be raised without fear, non-retaliation is guaranteed, and every individual is respected, protected, and heard.

KEY AREAS COVERED:



Culture and Workplace Environment

Fosters a respectful, inclusive, and healthy workplace culture where every individual is treated with dignity. Encourages open communication, collaboration, continuous learning, and a shared commitment to the Authority's vision, mission, and values. Promotes a work environment that supports well-being, professionalism and mutual trust.



Governance and Compliance

Reinforces the importance upholding the highest standards of ethical governance, accountability, and compliance with all laws, regulations, and internal policies. Employees are expected to exercise sound judgment, identify and manage risks responsibly, and contribute to a culture of transparency, integrity, and strong internal controls across the Authority.



Safeguarding of Authority Assets

Ensures the responsible, ethical, and secure use of the Authority's physical, financial, digital, and intellectual assets. Employees must protect proprietary information, prevent misuse or loss of resources, and maintain confidentiality, accuracy, and data integrity at all times to preserve the Authority's interests.

Culture and Workplace Environment



Drug, Alcohol, Smoking & Vaping

- The Authority strictly prohibits the use, possession, distribution, purchase, or sale of illicit drugs and alcohol on its premises, as well as reporting to work or remaining at work under the influence.
- Smoking, vaping, and the use of any tobacco products are also prohibited on site.

Harassment

- The Authority is committed to maintaining a respectful, safe, and inclusive workplace for everyone.
- Harassment of any kind, whether verbal, physical, visual, or written is strictly prohibited.
- Offensive remarks, sexual harassment, bullying, and any other inappropriate behaviour based on protected characteristics will not be tolerated.

Employee Responsibility

- All employees are required to understand and comply with the Code of Conduct and Ethics.
- Employees are expected to complete all trainings relevant to their roles.
- If in doubt, employees should seek guidance from the Governance & Ethics Team.
- Adherence to the Code is mandatory, and any violations may result in disciplinary action.
- Employees are encouraged to remain inquisitive and act proactively in upholding these standards.



HSSE Health, Safety, Security and Environment

- The Authority is committed to maintaining the safest and healthiest work environment by effectively managing HSSE risks.
- We uphold a zero-tolerance approach to violence, ensuring that everyone is treated with courtesy and respect.
- All forms of aggressive or threatening behaviour are strictly prohibited.

Equal Opportunity

- The Authority is committed to providing equal opportunities and fair treatment in all employment practices.
- Discrimination or favouritism will not be tolerated. We value diversity and strive to create an inclusive environment where everyone can contribute, grow, and succeed.



Respectful and Collaborative Stakeholder Engagement

- The Authority is committed to building respectful, transparent, and collaborative relationships with all stakeholders to support development and long-term sustainability.
- Employees are expected to act with integrity, communicate openly, foster trust, engage inclusively, uphold ethical conduct, and represent the Authority in a professional manner.



Governance and Compliance

Conflict of Interest (COI)

- All Employees must exclude themselves from any decision making where COI exists.
- Any actual, perceived or potential conflicts shall be declared.
- Any identified COI shall be assessed by the respective Leadership Team or respective Committee Chairperson and agreed mitigation actions recorded.
- COI declarations are mandatory on annual basis and as when required

Gift and Hospitality (G&H)

- The Authority enforces a strict "No Gift Policy".
- Exceptions may apply to general promotional items intended for public events and not directed at individuals.
- To declare if affecting the business decision.
- In the event of a G&H cannot be declined, it must be declared appropriately.

Compliance

- The Authority shall comply with all applicable laws and regulations of Brunei Darussalam and those of any other countries where business is conducted.

Anti-Corruption and Anti Bribery

- The Authority strictly prohibits all forms of bribery, including corruption, collusion and any actions that compromise the integrity of employee duties.
- Offering or accepting bribes whether directly or indirectly is unacceptable.

Details on can be found in the Prevention of Corruption Act (Chapter 131).

Internal control and Process

- The Authority upholds strong internal controls to ensure ethical conduct, legal compliance and operational integrity.
- Employees must follow established processes, maintain accurate records and report any discrepancies or unethical behaviours.

Whistleblowing Reporting

- Any known or suspected violations of COCE to be reported promptly via email:

whistleblowing.pa.bn@gmail.com

- The Authority is committed to protecting whistleblowers and any reported retaliation will be thoroughly investigated.
- If retaliation is confirmed, appropriate disciplinary actions will be taken.



Safeguarding of Authority Asset

ASSET AND INFORMATION

- Employees must safeguard all Authority assets, including petroleum data, physical property, digital systems, financial resources, and intellectual property.
- Authority assets are to be used strictly for legitimate work purposes.
- Misuse, theft, loss, or any unauthorized use is strictly prohibited.
- Employees must not use Authority assets for illegal, unethical, or inappropriate activities, including accessing unauthorized websites, distributing harmful software, or conducting personal business. Proper care, security, and responsible handling are essential to protecting the Authority's interests.

RECORDS MANAGEMENT

- Employees are responsible for creating, maintaining, and disposing of records in accordance with the Authority's policies and applicable laws.
- Records include physical documents, electronic files, emails, financial reports, operational data, and any other form of business information.
- Altering, falsifying, or destroying records without proper authorization is strictly prohibited.
- Accurate, timely, and complete documentation supports transparency, effective decision-making, and protects the Authority's interests in audits, legal matters, and daily operations.

CONFIDENTIALITY

- Employees must protect classified, sensitive, and non-public information whether verbal, written, or digital and must only disclose such information when authorized.
- Non-public information that could harm the Authority or its stakeholders must never be shared outside approved channels.
- Unauthorized disclosure, misuse, or mishandling of confidential or proprietary information will result in disciplinary action and may carry legal consequences. All employees are expected to uphold the highest standards of discretion, security, and information protection.





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