

ASIAPAC OIL AND GAS SDN BHD

WHISTLEBLOWING PROCEDURE

DOCUMENT NAME

WHISTLEBLOWING PROCEDURE

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1. Objective

The objective of this procedure is to encourage all company's stakeholders, including but not limited to the employees, vendors and customers to raise genuine concerns about possible improprieties involving **Asiapac Oil & Gas Sdn. Bhd. ("ASIAPAC")** in matters relating to financial reporting, accounting controls, compliance, improper conduct and other wrongdoings and malpractices. This procedure facilitates the reporting of such matters and to protect the individuals disclosing the information from detrimental action in accordance with the Whistleblower Protection Act 2010 (Act 711).

2. Procedure

This procedure is designed to:

- a) Promote and maintain high transparency and accountability in the workplace;
- b) Promote good corporate governance practices in the workplace;
- c) Ensure that stakeholders can raise concerns without fear of reprisals and safeguard such person's confidentiality;
- d) Protect the whistleblower from reprisal as consequence of making a disclosure;
- e) Provide a transparent and confidential process for dealing with concerns;
- f) Protect the long-term reputation of ASIAPAC;
- g) Support ASIAPAC's values; and
- h) Maintain a healthy working culture and efficient company.

3. Principles

The principles underpinning the procedure are as follows:

- a) Internal procedures to facilitate necessary whistleblowing, in a timely and responsible manner, are in place and made known to all stakeholders of the company;
- b) All disclosures will be treated fairly and properly, and addressed in an appropriate and timely manner;
- c) ASIAPAC will not tolerate harassment or victimisation of anyone raising genuine concern;

- d) The identity and personal information of the whistleblower will be protected and kept confidential, unless the individual agrees otherwise or unless otherwise required by law;
- e) The whistleblower and the wrongdoer will be treated fairly. The whistleblower will be informed of the status of his/her disclosure and the alleged wrongdoer will be given the opportunity to respond to all allegations at an appropriate time;
- f) Personal information, including the identity of the whistleblower and the alleged wrongdoer shall only be revealed on a "need-to-know" basis;
- g) ASIAPAC will ensure no one will be at risk of suffering reprisal as a result of raising concern even if the individual is mistaken. ASIAPAC, however, does not extend this assurance to someone who maliciously raises a matter he knows is untrue; and
- h) Any form of retaliation against individuals who have reported a wrongdoing or who have facilitated with the investigations is a breach of the principal obligation of all staff members to uphold the highest value and integrity.

The Whistleblower Protection Procedure is therefore fundamental to ASIAPAC's professional integrity. In addition, it reinforces the value placed on staff to be honest and respected members of their individual professions. It provides a method of properly addressing bona fide concerns that individuals within ASIAPAC might have, while also offering whistleblowers protection from victimization, harassment or disciplinary proceedings.

It should be emphasised that this procedure is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by ASIAPAC nor should it be used to reconsider any matters which have been investigated under the harassment, grievance or disciplinary procedures. It should encourage individuals to come forward with credible information regarding illegal practices or violations of adopted policies of ASIAPAC and should explicitly protect the individuals from retaliation for coming forward with the information.

4. Definitions and Interpretations

For the context of this procedure, unless otherwise stated, the definitions and interpretations herein shall apply, but not limited to:

- a) All reference to the "Directors" shall mean ASIAPAC's Board of Directors ("BOD").
- b) All references to officers and employees shall mean any person who is employed under a contract of service by ASIAPAC.
- c) All reference to the "HOD" shall mean Head of Department, unless the context requires otherwise.

- d) All reference to the "Masculine" gender shall include the feminine gender, unless the context requires otherwise.
- e) All reference to the "Singular" shall include the plural and vice versa unless expressly stated otherwise.

5. Scope

This Policy covers all of ASIAPAC's dealings with the public and private sectors and is applicable to directors of ASIAPAC and all personnel employed by ASIAPAC including consultants, vendors, independent contractors, and/or any other party with a business relationship with ASIAPAC. Any individual who may disclose any improper conduct which he/she has become aware of or in good faith believes that a person or persons had engaged, is engaging or going to engage in an improper conduct.

This procedure not only covers improprieties in matters of financial reporting, but also includes but not limited to:-

- a) Negligence in carrying out work obligations;
- b) Fraud;
- c) Corruption, bribery or blackmail;
- d) Criminal offences or any breach of the laws of Malaysia;
- e) Acceptance of gifts/favours beyond the threshold allowed by the company;
- f) Misuse and/or misappropriation of the company's funds or assets;
- g) Failure to comply with legal or regulatory obligations;
- h) Miscarriage of justice;
- i) Gross mismanagement within the company (including serious potential breach to the interest of society and environment)
- j) Breach of code of ethics of the Company, including sexual, physical or other abuse of human rights;
- k) Endangerment of an individual's health and safety; and
- l) Concealment of any, or a combination of the above.

This procedure, however, does not apply to grievances concerning an individual's terms of employment, work related performance or personal grievances. Should it be determined during the initial investigation that the matter disclosed does not fall within the scope of this procedure, such matter will be transferred to the relevant department for appropriate procedures and actions to be taken.

6. Disclosure Procedure

- a) A Whistleblowing Committee ("WBC") shall be formed comprising of the five (5) Senior Management and/or Head of Departments appointed by the Managing Director ("MD") and or Board of Directors ("BOD"), each of which shall hereinafter be referred to as "the WBC member". The secretariat for the WBC is the Head of HR & Administration ("HRA").
- b) If any individual believes reasonably and in good faith that improper conduct themselves, anonymous report will nevertheless be taken seriously and investigated fully. However, the effectiveness of any whistleblowing enquiry may be limited where an individual chooses not to be identified. Where concerns cannot be resolved without revealing the identity of the individual raising the concern (i.e. if the evidence is required in court), a dialogue will be carried out with the individual concerned as to whether and how the matter can progress further.
- c) The WBC member receiving the report will then immediately convene a meeting of the WBC. The HRA shall open and maintain a file of each complaint in respect of each alleged irregularity. If the WBC determines that the information is credible and the complaint has to be further investigated, the WBC will inform the MD and advise MD to proceed with the investigation in accordance with the procedures laid in this procedure.
- d) No person entitled to protection shall be subjected to retaliation, intimidation, harassment, or other adverse action for reporting information in accordance with this procedure. Any person entitled to protection who believes that he or she is the subject of any form of retaliation for such participation should immediately report the same as a violation of and in accordance with this procedure.
- e) Any individual within ASIAPAC who retaliates against another individual who has reported a violation in good faith or who, in good faith, has cooperated in the investigation of a violation is subject to discipline, including termination of employment or contract for services.
- f) As provided by law, an individual may also report illegal or unethical practices directly to statutory bodies such as the Malaysian Anti-Corruption Commission, the Securities Commission, Bursa Malaysia, the Royal Malaysian Police or other similar government agencies in other countries. In such an event, protection of the whistleblower is also provided under the respective laws such as the Whistleblower Protection Act 2010.

7. Investigation Procedure

a) Objectives of Investigation

- i. To gather all information, documents and materials as evidence to support the findings and conclusions of the investigation.
- ii. To protect and preserve documents and materials which are pertinent in the case.
- iii. To treat all witnesses and accused individuals with fairness and impartiality.
- iv. To draw objective and impartial findings and conclusions.
- v. To maintain confidentiality of identity of whistleblower at all times.

b) Appointing An Investigator

Upon receiving a disclosure of improper conduct and if the WBC determines that the information is credible, then upon consultation with the MD, shall appoint an Investigation Officer to conduct the required investigation.

c) Conduct of Investigation

- i. If required, the Investigation Officer may interview the whistleblower to obtain more information on the Report made by the whistleblower.
- ii. The Investigation Officer shall interview all relevant witnesses and gather all pertinent information and materials from all sources.
- iii. All interviews and activities must be documented in writing and filed for the purpose of record to support the findings and conclusion of the investigation.

d) Investigation Report

The Investigation Report shall include the following:

- i. The allegation(s) of the improper conduct;
- ii. An account of all relevant information gathered in the course of the investigation;
- iii. Transcripts, records, statements, documents or any other evidences collected;
- iv. The conclusion reached after completion of the investigation;
- v. Recommendation arising from the conclusion.

Care must be taken so as not to provide particulars or details of information that may lead to the identification of the whistleblower.

8. Reporting To Enforcement Authority

- a) Upon completion of the investigation of the complaint, a written report will be provided by the Investigating Officer to MD describing the questionable activities,

any known existing or future monetary liabilities, any possible criminal, civil or procedures violations, and other pertinent information.

- b) If the report concludes that there is merit to the reported complaint, the report should also propose a remedy and/or disciplinary action.
- c) If arrest or prosecution of an stakeholder is recommended, prior to implementing this remedy, the MD must be notified and approve such action.
- d) The MD may at his discretion, seek further legal advice and/or refer to the relevant enforcement authority for further civil or criminal action.

9. Confidentiality

The Company shall treat all disclosures made under this procedure with strict confidence. The identity of the individual making the disclosure (whistleblower) will not be revealed unless required by law.

10. Whistleblower Protection

- a) The identity and the personal information of the whistleblower will be protected and kept confidential, unless the whistleblower agrees otherwise or unless otherwise required by law. The Company will protect the whistleblower from retaliation, reprisal or any detrimental action as a result of disclosing an improper conduct.
- b) The whistleblower will not be at risks to any form of employer's harassment which is not limited to threats, victimization, retribution or retaliation from their superiors or from management. Any attempt to retaliate, victimise or intimidate the whistleblower making report in good faith is a serious violation of the code of conduct and shall be dealt with serious disciplinary action.
- c) Protection from discrimination means that the Company cannot retaliate by taking "adverse action" against whistleblowers, such as firing or laying of, blacklisting, demoting, denying overtime or promotion, disciplining, denial of benefits, failure to hire or rehire, intimidation, making threats, reassignment affecting prospects for promotion, reducing pay or hours.
- d) The protection conferred to the whistleblower is not limited or affected in the event the disclosure of improper conduct does not lead to any disciplinary action or prosecution of the person against whom the disclosure of improper conduct has been made.
- e) The protection shall be revoked if in the course of its investigation that:-
 - i. The whistleblower himself/herself has participated in the improper conduct disclosed;
 - ii. The whistleblower willfully made in his/her disclosure of improper conduct a material statement which he/she knew to be false or did not believe to be true;
 - iii. The disclosure of improper conduct is frivolous or vexatious;

- iv. The disclosure of improper conduct principally involves questioning the merits of ASIAPAC policies and procedures;
- v. The disclosure of improper conduct is made solely or substantially with the motive of avoiding dismissal or other disciplinary actions.
- f) If the whistleblower protection has been revoked, corrective actions to be determined by the MD will be taken against the said whistleblower. The corrective actions may include disciplinary measures, formal warning or reprimand, demotion, suspension or termination of employment or services or monetary or other forms of punishment.

11. Non-Immunity

The disclosure made under this procedure does not necessarily immune an individual against any action following his/her improper conduct or involvement in it.

12. Whistleblowing Channel

Individuals (employees, stakeholders, vendors, customers) wishing to report a concern may do so by contacting / email to **ethics@asiapac-og.com**. All reports will be treated with the highest level of confidentiality and in accordance with relevant ASIAPAC policies and procedures.

13. Whistleblower Protection Act 2010

- a. The Whistleblower Protection Act 2010 shall take precedence if there is any discrepancy between the Act and this procedure.
- b. No person entitled to protection shall be subjected to retaliation, intimidation, harassment, or other adverse action for reporting information in accordance with this procedure. Any person entitled to protection who believes that he or she is the subject of any form of retaliation for such participation should immediately report the same as a violation of and in accordance with this procedure.
- c. Any individual within the Company who retaliates against another individual who has reported a violation in good faith or who, in good faith, has cooperated in the investigation of a violation is subject to discipline, including termination of employment.
- d. The adoption of a whistleblower procedure can help to protect the Company from monetary losses, stakeholder fraud and damage to its reputation. When an individual or other constituent reports suspected impropriety to the corporation, rather than to outside agencies, the Company may avoid loss or damage by stopping the improper practice right away and may also give the Company the opportunity to fix any errors or issues internally before a governmental investigation ensues. In addition, the adoption of procedures

can demonstrate that the Company is committed to good governance and accountability practices.

14. Distribution

Department	Position
Corporate	Managing Director
Sales & Business Development	Head of Sales and Business Development
QHSE	Head of QHSE
Operations	Head of Operations
Facilities	Head of Facilities
Finance & Supply Chain Management	Head of Finance
Human Resources and Admin	Head Human Resources and Admin

15. Change Log

Revision	Date	Author	Approver
00	1/7/2024	Zaleha Che Mustapha Head, HR & Admin	Ahmad Fadzuli Ali Managing Director
	Register New Document		
01	21/5/2025	Zaleha Che Mustapha Head, HR & Admin	Ahmad Fadzuli Ali Managing Director
	Added section 12		