

WHISTLEBLOWING POLICY & PROCEDURE

Who can be a Whistleblower?

- Asian Supply Base's Employees;
- Asian Supply Base's Board Members;
- Any Business Partners;
- The Public

What can you report?

- Criminal offence by employees or board members, including corruption, fraud, abuse of power;
- Misappropriation of funds, assets, or theft;
- Violations of code of conduct and employee disciplinary regulations;
- Acts or concealment of information that pose a significant danger, particularly to the life, health, or safety of company's employees or the public;
- Failure to comply with legal provisions and regulations;
- Serious conflict of interest without disclosure;
- Aiding, directing, or advising someone to engage in any misconduct as described above.

When can you report?

As soon as the Whistleblower becomes aware that the misconduct **MAY HAVE OCCURED, IS OCCURRING, or HAS OCCURED**, they are encouraged to report it as soon as possible.

How do you report?

Please refer to **APPENDIX 1**



Protection when Whistleblower are prosecuted:

- **Example:** Terminated, threatened, reassigned, demoted, ostracized, and so on;
- As a result of such actions, Whistleblower may seek the following remedies :
 - 1.Compensation, damages, or other relief;
 - 2.Injunction (against the person taking retaliatory action)
 - 3.Ordering personnel action such as reinstatement or returning to the position.

Does not get protection:

- Any employee or member of the public can make a misconduct report **ANONYMOUSLY**;
- Your report will still be addressed, and an investigation will be conducted into the report;
- However, you will not be provided with necessary protection.

Voided protection:

- Making a report of unusual behaviour not in good faith;
- Participating in reported unusual behaviour;
- Making disclosures not in accordance with the requirement of this policy, including any disclosures that intentionally false, dishonest, mischievous, malicious, trivial, or burdensome;
- Made solely or largely to avoid termination or any other disciplinary action.

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The person being reported	Recipient of the Report (appropriate to the person being reported)		
	Email	Alternatively, the form can be submitted as follows:	Call for further clarification
<p>1) Asian Supply Base Board of Directors.</p> <p>2) Asian Supply Base Employees (for grade category):</p> <p>Management</p> <ul style="list-style-type: none"> • TM1 • TM2 • SM <p>Managerial</p> <ul style="list-style-type: none"> • M1 • M2 • M3 <p>Executives</p> <ul style="list-style-type: none"> • E1 • E2 • E3 <p>Others</p> <ul style="list-style-type: none"> • NE1 • NE1A • NE2 • NE2A • NE2S • NE3 • NE3A • NE4 • NE5 	<p>Manager Integrity and Governance Unit al@int.asiansupplybase.com</p>	<p>The disclosure must be enclosed in a sealed envelope marked "Confidential" and "Opened By" addressed to the designated person as follows :-</p> <p>AL GAFFRIE BIN MIL KUSIN Manager of Integrity and Governance Integrity and Governance Unit, Asian Supply Base Sdn. Bhd.</p>	<p>Integrity & Governance Unit Asian Supply Base 087-411611 Ext: 318</p>
<p>Asian Supply Base Integrity & Governance Unit:</p> <ul style="list-style-type: none"> • Manager of Integrity & Governance Unit • Officer - Integrity & Governance 	<p>Chairman Board Finance, Audit and Integrity Committee brenndon.soh@sabah.gov.my</p>	<p>The disclosure must be enclosed in a sealed envelope marked "Confidential" and "Opened By" addressed to the designated person as follows :-</p> <p>Chairman Board Finance, Audit and Integrity Committee, Asian Supply Base Sdn. Bhd.</p>	

