

## Whistle Blower Policy

**Perdana Petroleum Berhad and its group of companies (the “Group”)** aim to achieve a high standard of transparency, integrity and accountability in the conduct of its business and operations. The Group takes a serious view of any misconduct / wrongdoing on the part of any of its employees, management and directors, with respect to their obligations to the Group's interests.

**Whistle Blowing Policy** is implemented to:-

1. Provide an avenue for all employees of the Group and Stakeholders (i.e. suppliers, customers, shareholders or members of the public) to report or disclose any improper conduct within or pertaining to the Group to the Whistle Blowing Committee;
2. Provide proper internal reporting channel to disclose any improper conduct in accordance with the procedures provided in this policy;
3. Address all disclosures in confidential and expeditious manner;
4. Provide protection for the whistle blower and to safeguard such person's confidentiality; and
5. Treat both the whistleblower and the alleged wrongdoer fairly.

The Whistle Blowing Committee is chaired by an Independent Non-Executive Director of the Group and its members consist of the Executive Director, Manager of Human Resource Department and General Manager, Fleet Management. The Committee reports to the Audit and Risk Management Committee of the Group.

Reporting or disclosure of improper conduct (referred to as “Disclosure”) could be made by completing the prescribed **Whistle Blowing Form**, in a strict confidential manner by email to [wbc@perdana.my](mailto:wbc@perdana.my) or mail to PPB Whistle Blowing Committee, **Level 15, Block 2, VSQ @ PJCC Jalan Utara, 46200 Petaling Jaya, Selangor**. In order for the whistleblower to be protected under the policy, the whistleblower must disclose his/her name, NRIC number and contact details. The disclosure must at least have details of person(s) involved, nature of allegation, when and where the incident took place as well as supporting evidence, if any.

Perdana Petroleum Berhad has a right to direct the disclosure to other relevant grievances channel if the disclosure does not fall under this policy.

**Please download and read the Whistle Blowing Policy for better understanding of a Whistleblower rights prescribed therein.**

 [Click to view our detail Whistle Blowing Policy](#)

 [Click to download our Whistle Blowing Form](#)

## Frequently Asked Questions (FAQ)

1. What is 'Whistle Blowing'?
2. What is an 'Improper Conduct'?
3. How will I be protected?
4. Will my identity be kept confidential?
5. Will I be involved in the investigation when I report a "Improper Conduct"?
6. What will happen after I made my disclosure?

### 1. What is 'Whistle Blowing'?

Whistle Blowing is an act of voluntary disclosure/reporting to the Whistle Blowing Committee of the Group for further action of any improper conduct by an employee of the Group.

### 2. What is an 'Improper Conduct'?

The types of improper conduct include, but are not limited to, the following:

1. Fraud, corruption or bribery (which includes, but is not limited to, soliciting/ receiving bribes/kickbacks);
2. Criminal acts (which includes, but is not limited to, misappropriation of funds / assets, criminal breach of trust, forgery, theft or insider trading);
3. Failure to comply with any legal or regulatory or health, safety, security and environmental (HSSE) obligation;
4. Deliberate concealment of information (which includes, but is not limited to, intentional omission, attempt to cover-up or providing false and misleading information);
5. Breach of confidentiality or misuse of confidential information;
6. Unethical conduct or conflicts of interest or abuse of power; and
7. Malpractices (which includes, but is not limited to, questionable or improper accounting, operational or administrative practices).

### 3. How will I be protected?

You will be accorded with the protection under this Policy provided that the Disclosure is made in good faith and free from any malicious intent. Such protection is accorded even if the investigation later reveals that the whistleblower is mistaken as to the facts and the rules and procedures involved.

If the investigation later reveals that the disclosure was made with malicious intent, the appropriate action can be taken against the Whistleblower.

**4. Will my identity be kept confidential?**

Yes, unless we are compelled by law and/or regulatory bodies to make such disclosure.

Your identity will be kept confidential within the Whistle Blowing Committee.

**5. Will I be involved in the investigation when I report an “Improper Conduct”?**

You will only be requested to assist when more information is needed during the investigation.

**6. What will happen after I made my disclosure?**

Upon receipt of your disclosure, the Whistle Blowing Committee will determine whether the nature of the complaint falls within the category of improper conduct. If it is an improper conduct, an investigation team will be appointed to investigate the alleged improper conduct or dismissed, if it is not. In both cases, you will be notified on the decision made.