



# SWIFT ENERGY GROUP OF COMPANIES

## WHISTLE BLOWING POLICY

VERSION 1	15 AUGUST 2022
VERSION 2	1 JANUARY 2024

## 1. BACKGROUND

Swift Group of Companies (“the Company”) is committed to promoting and maintaining high standards of transparency, accountability, ethics, and integrity in the conduct of its business and operations.

Accordingly, the Management of the Company has established this Whistle-blowing Policy to provide an avenue for all employees (“**Employees**”) and members of the public to voice or raise genuine concerns responsibly and appropriately.

## 2. OBJECTIVE OF THE POLICY

This Whistle-Blowing Policy (this “**Policy**”) is formulated to enable reporting genuine concerns about any actual or possible improprieties at the earliest opportunity so that appropriate actions can be taken to address or mitigate such concerns.

This Policy is designed to:-

- (i) promote and maintain high transparency and accountability in the workplace;
- (ii) promote good corporate governance practices in the workplace;
- (iii) ensure that employees can raise concerns without fear of reprisals and safeguard such person’s confidentiality;
- (iv) protect a whistle-blower from reprisal as a consequence of making a disclosure;
- (v) provide a transparent and confidential process for dealing with concerns;
- (vi) protect the long-term reputation of the Company;
- (vii) support the Company’s values; and
- (viii) maintain a healthy working culture and an efficient corporation.

## 3. SCOPE OF POLICY

This Policy applies to all employees, third parties of the Company, and the general public, who has become aware of or genuinely suspects on a reasonable belief that a person associated with the Company, including a Director, Employee, and a third party who has a business relationship with the Company, has engaged, is engaging or is preparing to engage in any improper conduct or wrongdoing. A person who has made a report via this Policy is hereinafter referred to as a “**Whistle-blower**”.

Such improper conduct or wrongdoing (“**Wrongdoing**”) may include, without limitation, the following:-

- (a) fraud or deliberate error in the preparation, evaluation, review, or audit of any financial statements of the Company;
- (b) fraud or deliberate error in the recording and maintaining of financial records of the Company;
- (c) corruption, bribery, and blackmail;
- (d) acceptance of gifts or favour beyond the threshold allowed by the Company;
- (e) misuse or misappropriation of Group’s funds or assets;
- (f) abuse of power;
- (g) negligence in carrying out work obligations;
- (h) conflict of interest without disclosure;
- (i) criminal breach of trust;
- (j) illegal or criminal offence;
- (k) act or omission that endangerment employees’ or public health and safety;
- (l) deficiencies in or non-compliance with the Company’s internal controls;
- (m) misrepresentation or false statement to or by a senior officer or accountant regarding a matter contained in the financial records, financial reports, or audit reports of the Company;
- (n) deviation from full and fair reporting of the Company’s financial condition;
- (o) deliberate concealment of any of the above matters or wrongdoing;
- (p) gross mismanagement within the Company (including serious potential breach of the interest of society and the environment);
- (q) breach of the code of ethics of the Company (including sexual, physical, or other abuse of human rights).

Whenever possible, any concerns should be raised and dealt with through the normal reporting lines and procedures in the Company. However, where it is believed that the concern cannot be resolved through normal reporting lines and procedures or implicates senior levels of management within the Company, or the Employee’s employment or even safety or security may be jeopardised by raising the concern, then the concern can be raised through the channel provided in this Policy

#### **4. REPORTING IN GOOD FAITH**

The Company expects a Whistle-blower to report genuine concerns in good faith and have reasonable grounds when making a whistle-blowing report (“**Complaint**”). In general, a Whistle-blower may report a Complaint in writing, electronically, or in person.

To assist the Company in the response to or investigation of a Complaint, the Complaint should contain as much specific, factual information as possible to allow for proper assessment of the nature, extent, and urgency of the matter that is the subject of the Complaint, including, without limitation and to the extent possible, the following information:

- (a) the alleged Wrongdoing that is the subject of the Complaint;
- (b) the name of the persons involved;
- (c) If the Complaint involves a specific event or events, the approximate date and location of the event(s); and
- (d) any additional information, documentation or other evidence available to support the Complaint.

Should you wish to do so, you may use our Whistle-blowing Report Form as set out in “**Appendix A**” to provide the details required.

The Whistle-blower is encouraged to include his or her name and contact method to enable contact for obtaining further understanding and information relating to the Complaint where necessary. Anonymous reporting is not prohibited. Nevertheless, the extent to which a Complaint can be investigated may be limited to the information provided.

#### **5. WHISTLE-BLOWING CHANNELS**

A Whistle-blower may submit Complaints to the Chairman Director who are designated to handle whistle-blowing matters, via the following channels:

- (a) Mail to:

**SWIFT GROUP OF COMPANIES**

Lot 48521 (PT 25145)  
Jalan Palam 34/17, Seksyen 34,  
40460 Shah Alam, Selangor

Attn: The Chairman Director

Indicated “Highly Private & Confidential”

- (b) Email to: [whistleblowing@senergy.com.my](mailto:whistleblowing@senergy.com.my)

Upon receipt of a Complaint, the Chairman Director will record the Complaint and acknowledge receipt of the Complaint to the Whistle-blower.

## **6. CONFIDENTIALITY AND PROTECTION TO WHISTLE-BLOWERS**

The Company shall maintain the confidentiality of the Complaint(s) and the identity of the Whistle-blower(s) to the fullest extent reasonably practicable within the legitimate needs of law and only be revealed to those handling the Complaint, including investigation and deliberation, strictly on a “need-to-know” basis.

The identity of the Whistle-blower(s) shall remain confidential unless consent is obtained from the Whistle-blower(s) or otherwise required by law. Notwithstanding, the identity of a Whistle-blower might become known for reasons outside the control of the Group. The confidentiality of the identity of the Whistle-blower is subjected to such limitations.

The identity of other persons subject to, or participating in, any inquiry or investigation relating to a Complaint shall also be maintained in confidence subject to the same limitations.

A Whistle-blower who reports a Complaint in good faith shall be protected from any reprisal by the Group or its personnel as a direct consequence of the disclosure. Reprisal includes discharge, termination, demotion, suspension, threatening, harassment, or discrimination or retaliation, intimidation or any action causing injury, loss or damage, interference with the lawful employment or livelihood against any persons in relation to the terms and conditions of business relationships such as employment or contract.

The Whistle-blower will be protected under the Whistle-blower Protection Act 2010 if he or she makes a disclosure in good faith to an enforcement agency.

If a whistle-blower reasonably believes that he or she is being subjected to reprisal, including harassment and victimisation, as a consequence of whistle-blowing, he or she may consult or report to the Company via email to [whistleblowing@senergy.com.my](mailto:whistleblowing@senergy.com.my).

## **7. INVESTIGATING PROCESS**

Upon receipt of a Complaint, the Chairman Director will record the Complaint and acknowledge receipt of the Complaint to the Whistle-blower within seven (7) days;

- Acknowledge receipt of the issue(s) raised.
- Commence review to ascertain the validity of the concerns and also determine whether the concerns fall within the scope of whistle-blowing.

The purpose of the investigation are to:

- Establish if wrongdoing has occurred based on the concern(s) raised, and if so to what extent; and
- To minimize the risk of further wrongdoing, prevent any further loss of assets, or damage to the reputation of the Group and where possible protect all sources of evidence.

If the preliminary investigation shows that the concerns fall within the scope of whistleblowing, then further investigation shall be carried out. If otherwise, shall wait for further evidences for further action. If criminal activity has taken place, the matter may be referred to the local police, and where necessary appropriate legal action taken. Besides notifying the police, the Chairman Director must



bring the matter to the attention of CEO or COO or HR, whoever party has no relations to the wrongdoer and the case.

CEO / COO / HR who has no direct connection with the wrongdoer and the case, upon taking over the case from Chairman Director, shall give an update of the progress of the investigation to the whistleblower if deemed necessary.

Upon conclusion of the investigation, HR will take appropriate action in line with the approved policies of the Group.

Disciplinary sanctions must, however, be ratified by Top Management, Domestic Inquiry Committee or the Board of Directors depending on the grade of the staff involved and in line with the staff Disciplinary Policy process.

When necessary, will keep the whistleblower informed of progress and outcome of the investigation, within the constraints of maintaining confidentiality or observing legal restrictions generally.

If dissatisfied with the outcome of the investigation, a whistleblower may have recourse to the Chairman of Domestic Inquiry Committee which will not affect the fundamental right of the Internal whistleblower to seek redress in the court of law.

## **8. CONSEQUENCES OF WRONGDOING OR WRONGFUL DISCLOSURE**

If the Whistle-blower has, or is found to have;

- (a) committed a wrongdoing;
- (b) taken serious risks which would likely cause a wrongdoing to be committed;
- (c) made a disclosure not in accordance with the requirements of this Policy (for example, dishonest, mischievous or malicious complaints);
- (d) participated or assisted in any process pursuant to this Policy otherwise than in good faith;
- (e) made the disclosure of improper conduct principally involves questioning the merits of government policy, including policy of a public body;
- (f) made the disclosure of improper conduct solely or substantially with the motive of avoiding dismissal or other disciplinary action;
- (g) The whistle blower, in the course of making the disclosure providing further information, commits an offence under this Act.

The corrective actions to be taken against whistle-blower will be determined by the Chairman Director or, if so delegated by the Chairman Director, which may include, disciplinary measure, formal warning or reprimand, demotion, suspension or termination of employment or services or

other forms of punishment.

#### **9. REPORTING AND RETENTION OF COMPLAINTS AND INVESTIGATIONS**

The Company will maintain a log of all Complaints, tracking their receipt, investigation and resolution, taking into consideration the protection of confidentiality especially of the identities of Whistle-blowers.

#### **10. REVIEW OF THIS POLICY**

The Company shall review and assess the relevance and effectiveness of this Policy periodically to assess their effectiveness, and in any event, the Company deem necessary and/or require to ensure its relevance and effectiveness in keeping with the Company's changing business environment, administrative or operational needs as well as changes to legislations.

#### **11. REVISION OF THIS POLICY**

The provisions of this Policy can be amended and supplemented from time to time by the Company.

**APPENDIX A**

**WHISTLEBLOWING REPORT FORM**

*Please provide the following details for any genuine concerns about possible improprieties or other malpractices. Kindly take note that you may be called upon to assist in the investigation, if so required.*

*Note: Please follow the guidelines and procedures as laid out in the Whistle-blowing Policy of the Company*

<b>REPORTER'S CONTACT INFORMATION</b> <i>(This section may be left blank if the reporter wishes to remain anonymous)</i>	
NAME	
DESIGNATION	
DEPARTMENT/AGENCY	
CONTACT NUMBER	
E-MAIL ADDRESS	
<b>SUSPECT'S INFORMATION</b>	
NAME *	
DESIGNATION	
DEPARTMENT/AGENCY	
CONTACT NUMBER	
E-MAIL ADDRESS *	
<b>WITNESSES' INFORMATION (if any)</b>	
NAME *	
DESIGNATION	
DEPARTMENT/AGENCY	
CONTACT NUMBER	
E-MAIL ADDRESS *	



WHSTLEBLOWING REPORT FORM

<b>COMPLAINT</b> <i>(Briefly describe the misconduct / improper activity and how you know about it. Specify what, who, when, where and how. If there is more than one allegation, number each allegation and use as many pages as necessary.)</i>	
1. What misconduct / improper activity/malpractice occurred? *	
2. Who committed the misconduct / improper activity/malpractice? *	
3. When did it happen and when did you notice it? *	
4. Where did it happen? *	
5. Is there any evidence that you could provide us?	
6. Are there any other parties involved other than the suspect stated above?	
7. Do you have any other details or information which may assist us in the investigation?	
8. Any other comments?	
Signature:	Date:

Remark:  
(\* ) Mandatory information to be completed.