

# Group Whistleblowing Policy & Procedure

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## 1.0 Introduction

- 1.1 Leader Energy Holding Berhad (“LEHB”) and its subsidiaries (the “Company” or collectively known as “LEHB Group” or the “Group”) encourages openness and transparency in its commitment to maintain a culture with a high standard of ethics, integrity and accountability in fulfilling its responsibilities and compliance with all applicable laws and regulations.
- 1.2 Recognising the abovementioned values, the Group provides avenue for all Employees, Business Associates and members of the public to disclose any known and/or suspected wrongdoings committed by its Employees within the Group and/or its Business Associates.

## 2.0 Definitions

The following words and expressions have the following meaning unless the context otherwise requires:

Key Terminology	Definitions
Board or Board of Directors	Means the Board of Directors of LEHB and/or any of its subsidiary as applicable.
Business Associate	A third parties with whom the LEHB Group has, or plans to establish, some form of business relationship. This may include customers, suppliers, vendors, distributors, contractors, subcontractors, outsourced service providers (e.g. consultants, advisers, solicitors, agents), representatives, introducers/ intermediaries, investors, joint venture partners and etc.
Code of Business Conduct	A set of organisational rules or standards regarding the Group’s ethics (values and beliefs) as well as matters of legal compliance that govern the conduct of the Group and its Employees.
Complaints	The matters of potential/ suspected wrongdoing reported by the whistleblower.
Directors	Include all independent and non-independent directors, executive and non-executive directors of the Group and shall also include alternate or substitute directors.
Employees	All individuals directly contracted to the Group on an employment basis, including permanent and temporary employees and directors.

Key Terminology	Definitions
Employee Grievances	Personal dissatisfaction or complaints by Employees that are related to their employment and working conditions.
Good Faith	Good faith is evident when the complaint is made without malice or consideration of personal benefit and the whistleblower has an honest and reasonable grounds at the material time to believe that the complaint is true.
Internal Audit Department	Refers to the Group's Internal Audit Department of Leader Energy Holding Berhad
Head of Internal Audit (HIA)	Refers to the Head of Internal Audit of Leader Energy Holding Berhad.
The Group	Leader Energy Holding Berhad (LEHB) and its subsidiaries.
Law	The system of rules which a particular country or community recognises as regulating the actions of its members and which it may enforce by the imposition of penalties.
Whistleblower	Any Employees, Business Associates or members of public who makes, attempts to make or wishes to make, a report in connection with any wrongdoing.
Whistleblowing	A voluntary disclosure of individual or organisational malpractice by a person who has privileged access to data, events, or information about an actual, suspected, or anticipated wrongdoing or malpractice within or by the Group that is within its ability to control.
Wrongdoing	Any illegality, improper conduct and/or wrongdoing.

### 3.0 Purpose

- 3.1 This policy is established by the Board of Directors of LEHB to provide guidance to all its Employees within the Group, Business Associates and members of the public in disclosing any known and/or suspected wrongdoings within the Group.
- 3.2 It provides a system that enables the Group's Employees, Business Associates and members of public acting in good faith to report concerns and disclose actual or potential wrongdoings ("complaints") in the Group irrespective of where the suspected and/or actual act of wrongdoings are going to and/or were committed.

### 4.0 Scope

- 4.1 The Group requires any Employees within the Group (irrespective of whether they are stationed in Malaysia or outside Malaysia) to whistleblow if they know actual or suspected any wrongdoings with regards to policy violations of the following:
- (i) The Group Code of Business Conduct (CBC) Policy & Procedures, and
  - (ii) The Group Anti-Bribery and Anti-Corruption (ABC) Policy & Procedures.
- 4.2 The Group also expects that its Business Associates performing work or services for or on behalf of the Group to comply with the relevant parts of this Policy (where applicable) when performing such work or services.
- 4.3 Members of public are encouraged to adopt this Policy in support of the Group's effort to foster the growth of a business environment that is free of corruption and in providing its Employees a healthy and safe environment to work.

### 5.0 General Principles

- 5.1 The whistleblowing policy operates based on three core principles.
- **Fair treatment** - All complaints will be treated fairly and appropriately, and will be assessed based on the merit of their content, without regard to the identity of the whistleblower or the alleged wrongdoer. The investigation will be undertaken from a neutral standpoint, without any presumption of wrongdoing.
  - **Protecting confidentiality** - All complaints will be treated in strict confidence, subject to legal or regulatory requirements. A restricted information policy will be observed on communications when confidential information is involved for protection of data. Investigations into the complaints will be conducted discreetly – any clarifications from the relevant parties will be sought privately.

The confidentiality and identity of a whistleblower will be reasonably protected – subject to legal or regulatory requirements. In instances where the Group is legally obliged to provide such information, for example to governmental or regulatory entities as part of investigations into complaints, we will generally inform the whistleblower in advance and advise him/her of the process.

- **Process transparency** - Investigations will be carried out as promptly as reasonably practicable, aiming for an efficient resolution that is consistent with the seriousness of the reports, the amount of actionable information provided and the complexity of the matter.

## 6.0 Roles and Responsibilities of Internal Audit Department

The Group has established the Internal Audit Department to be responsible for the implementation of this Whistleblowing Policy & Procedures. The Internal Audit Department shall report the whistleblowing activities within the Group directly to the Audit Committee of LEHB on quarterly basis.

## 7.0 Compliance with Laws and Regulations

- 7.1 The Group is committed to conducting its business ethically and in compliance with all applicable laws and regulations in the countries where it does business. The laws cover whistleblowing include but are not limited to the following:

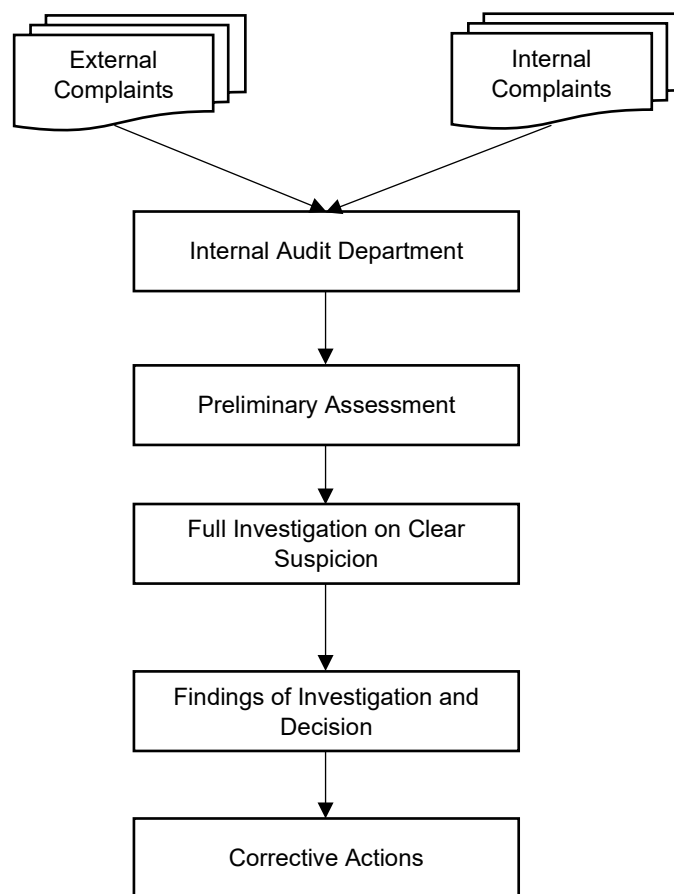
No.	Countries	Applicable laws
1	Malaysia	<ul style="list-style-type: none"> <li>• Malaysian Anti-Corruption Commission Act 2009 (Act 694)</li> <li>• Penal Code (Act 574)</li> <li>• Whistleblower Protection Act 2010</li> </ul>
2	Singapore	<ul style="list-style-type: none"> <li>• Prevention of Corruption Act 1960, pursuant to which the following subsidiary legislation has been passed: <ul style="list-style-type: none"> <li>○ Prevention of Corruption (Occupational Superannuation Scheme) Regulations 2003</li> </ul> </li> <li>• Penal Code (1871)</li> <li>• Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act 1992, pursuant to which the following subsidiary legislation has been passed: <ul style="list-style-type: none"> <li>○ Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) (Composition of Offences) Regulations 2019;</li> <li>○ Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) (Prescribed International Organisations) Regulations 2019;</li> <li>○ Corruption, Drug Trafficking and Other Serious Crimes (Cross Border Movements of Physical Currency and Bearer Negotiable Instruments) (Exemption) Order 2007;</li> <li>○ Corruption, Drug Trafficking and Other Serious Crimes (Cross Border Movements of Physical Currency and Bearer Negotiable Instruments) (Exemption) Order 2010;</li> <li>○ Corruption, Drug Trafficking and Other Serious Crimes (Cross Border Movements of Physical Currency and Bearer Negotiable Instruments) Regulations 2007; and</li> <li>○ Corruption, Drug Trafficking and Other Serious Crimes (Disclosure of Documents and Information) Regulations 2015.</li> </ul> </li> </ul>
3	Cambodia	<ul style="list-style-type: none"> <li>• Criminal Code of Cambodia dated 30 November 2009</li> <li>• Anti-Corruption Law dated 17 April 2010</li> </ul>

No.	Countries	Applicable laws
		<ul style="list-style-type: none"> <li>• Law on Amendment to the Anti-Corruption Law, dated 3 August 2011</li> <li>• Law on Anti-Money Laundering and Combating the Financing of Terrorism dated 27 June 2020.</li> <li>• Law on Public Procurement dated 14 January 2012</li> <li>• Prakas (an official proclamation) No. 987 on Code of Conduct for Procurement dated 31 August 2016 issued by Ministry of Economy and Finance</li> <li>• Prakas on Financial Sanction against Reporting Entities who Fail to Comply with Laws/Regulations on Anti-Money Laundering and Combating Financing of Terrorism, dated 7 February 2020 issued by National Bank of Cambodia</li> <li>• Prakas on Anti-Money Laundering and Combating the Financing of Terrorism dated 30 May 2008 issued by National Bank of Cambodia</li> </ul>
4	Vietnam	<ul style="list-style-type: none"> <li>• Law on Denunciation No. 25/2018/QH14</li> <li>• Criminal Proceedings Code No. 19/2003/QH11</li> <li>• Criminal Code No. 100/2015/QH13</li> <li>• Anti-Corruption Law No. 36/2018/QH14</li> <li>• Law on Anti-Money Laundering No. 14/2022/QH15</li> </ul>
5	Thailand	<ul style="list-style-type: none"> <li>• The Thai Criminal Code</li> <li>• Anti-Money Laundering Act B.E.2542 (1999)</li> <li>• Organic Act on Anti-Corruption, B.E.2561 (2018)</li> <li>• Public Procurement and Supplies Administration Act, B.E. 2560 (2017)</li> <li>• Act on Offenses Relating to the Submission of Bids to State Agencies B.E. 2542 (1999)</li> </ul>
6	Indonesia	<ul style="list-style-type: none"> <li>• Indonesia Criminal Code</li> <li>• Law No.11 of 1980 on the Criminal Act of Bribery</li> <li>• Law No. 31 of 1999 on the Eradication of Crime of Corruption as amended by Law No. 20 of 2001</li> <li>• Law No. 8 of 2010 on the Prevention and Eradication of Money Laundering Crime</li> </ul>
7	Taiwan	<ul style="list-style-type: none"> <li>• Anti-Corruption Act</li> <li>• Criminal Law</li> <li>• Money Laundering Control Act</li> </ul>

7.2 This Policy is applicable globally. The whistleblowing activities in respective countries are subjected to the local laws of the countries but the principles of this policy must be adhered to. If those laws conflict with the policies set out in this Policy, the Employees should comply with those laws and immediately inform HIA about the conflicts. If Employees perceive that a provision in this Policy conflicts with the local whistleblowing laws in the country they are in, they should consult with the HIA (who may engaged a lawyer for advisory, if needed) rather than disregard this Policy without consultation.

- 7.3 However, if a local custom or policy conflicts with this Policy, this Policy will take precedence over the local custom or policy. Any questions arise about any of these conflicts, should refer to the Internal Audit Department.
- 7.4 For any doubts about the scope of applicable laws or the application of this Policy concerning the whistleblowing, the Employees should contact the Internal Audit Department immediately.
- 7.5 This Whistleblowing Policy does not identify or set out every law, policies and procedures that may apply in whistleblowing. Hence, all Employees are responsible for keeping themselves inform on any local laws and other policies and procedures of the Group that apply to him/ her as a result of his/ her role with the Group.

## 8.0 Procedures



### 8.1 Definition of Wrongdoing

8.1.1. The types of wrongdoing covered under the whistleblowing policy include but are not limited to:


- violations of laws and regulations;
- falsification of reports or documents;



- questionable or improper accounting;
- all forms of financial or non-financial malpractices or impropriety such as fraud, corruption, bribery or misappropriation of assets;
- criminal breach of trust;
- money laundering;
- acts or omissions which are deemed to be against the interest of the Group;
- harassment and abuse and misrepresentation of power and authority;
- breaches of Group Policies including Group’s CBC Policy and ABC Policy;
- giving false or misleading information (including suppression of any material facts or information); and
- the deliberate concealment of any of the above matter or other acts of wrongdoing.

## 8.2 Reporting of Wrongdoing

8.2.1. Complaints can be made via following:

	<p>Email contact :</p> <p><a href="mailto:confidential@leaderenergy.com">confidential@leaderenergy.com</a> and <a href="mailto:hia@leaderenergy.com">hia@leaderenergy.com</a>.</p> <p>The emails will be directed to and only accessible by following personnel:</p> <p>To: Audit Committee Chairman, Cc: Head of Internal Audit</p> <p style="text-align: center;"><b>Leader Energy Holding Berhad</b></p>
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8.2.2. The whistleblower is recommended to utilise the “Whistleblower Report Form” (*Appendix 1*) as a guide to report the suspected violations. Guidance on information to provide during whistleblowing:

- Name and contact details. If the whistleblower prefers to stay anonymous, consider using anonymous email address which further inquiries can be done.
- Date(s) of incident(s)
- Description of incident(s)/details of concerns
- Where did it happen?
- Who has been involved?
- Estimated value involved.

- 8.2.3. LEHB recognises that some individuals may wish to raise a concern in confidence under this policy. The Group shall maintain confidentiality of the person making the complaints to the fullest extent and reasonably practicable within the legitimate needs of law, and any ensuing evaluation or investigation.
- 8.2.4. However, in some circumstances, it may be obvious who has raised the concern and filed the complaints, or the investigation process may lead to the point where a statement is required or the individual is called to provide evidence. In situations where finding the truth is hindered by maintaining confidentiality, the Group does not guarantee complete confidentiality to the whistleblower.
- 8.2.5. This procedure encourages whistleblowers to put their name to the complaints wherever possible as anonymous allegations may often be difficult to substantiate/ prove. Complaints made anonymously are much less powerful but anonymous complaints will be considered at the discretion of the Internal Audit Department.
- 8.2.6. In exercising discretion to accept an anonymous complaint the factors to be taken into account:
- The seriousness of the issue raised;
  - The credibility of the allegation; and
  - Whether the complaints can realistically be investigated from factors or sources other than the complainant.
- 8.2.7. The whistleblower should exercise due care to ensure that the information in their whistleblowing report is accurate and truthful. The whistleblower needs to demonstrate that he/ she has reasonable grounds for the concerns and reports the complaint in good faith. However, this person is not expected to first obtain substantial evidence of proof beyond reasonable doubt when making a complaint. If this person knows as a matter of fact that there are serious risks that a wrongdoing is going to take place, such genuine concerns should be raised at that early stage.
- 8.2.8. No action will be taken against whistleblower who make complaints in good faith which is not confirmed by subsequent investigation.
- 8.2.9. The element of good faith shall be deemed to be lacking when:
- the person does not have personal knowledge or a factual basis for the report of the alleged wrongdoing; or
  - where the person knew or reasonably should have known that the report or any of its contents are false; or
  - where the report is frivolous or vexatious; or
  - there are any other circumstances that indicate that the report has been made with malicious intent, ulterior motive or for personal gain.

- 8.2.10. Employees and Business Associates who assisted in the investigation process in good faith in accordance with this policy are protected from reprisals within the limits of the law and assured that all reported cases will be objectively investigated on a best effort basis and appropriate remedial measures taken where warranted.
- 8.2.11. Retaliation against any person who files a complaint or voices a concern under this policy is strictly prohibited. Any Employees of the Group determined to have engaged in retaliatory behaviour may be subjected to disciplinary action. In addition, the Group will not tolerate any efforts made by any other person or group, to ascertain the identity of the anonymous whistleblower. Any person who believes that he or she has been subjected to any behaviour that violates this policy should immediately report such behaviour to the Internal Audit Department.
- 8.2.12. The protection from internal disciplinary action may be revoked if the Employees misuse or abuse the Whistleblowing Policy in the following circumstances:
- the whistleblowing is not made in good faith; or
  - the whistleblower him/ herself has participated in the wrongdoing reported; or
  - the report of wrongdoing is made solely or substantially with the motive of avoiding dismissal or other disciplinary action; or
  - fail to cooperate in an investigation, withholding information, knowingly provide false information with malicious intent or retaliation against an Employee for reporting a violation; or
  - the whistleblower breaches his/ her obligations of confidentiality under this policy.
- 8.2.13. Any Employee who has participated in a wrongdoing may be subject to disciplinary action. However, in certain circumstances, the Board of Directors may, in its discretion, on a case by case basis decides to grant amnesty to the Employee or consider leniency for the Employee.
- However, the Group does not have any power to provide any immunity from criminal prosecution and/ or whistleblower who is not an Employee.
- 8.2.14. If the person making the disclosure is unsure whether a particular act or omission constitutes a wrongdoing under this policy, the person is encouraged to seek advice or guidance from the HIA and/or the AC Chairman of LEHB.
- 8.2.15. Within 2 working days of receiving the whistleblowing, the HIA will provide the whistleblower an acknowledgement of receipt of the report of the wrongdoing.
- 8.2.16. When the HIA is implicated in the wrongdoing, the AC Chairman will communicate to EDC and appoint the relevant suitably qualified personnel to investigate the complaints and provide the whistleblower an acknowledgement of receipt of the report of the wrongdoing.
- 8.2.17. All the whistleblowing received will be recorded in a Register.

### 8.3 Complaint Management

#### 8.3.1. Preliminary Assessment

- (i) The HIA will screen and assess the concerns raised unless he is implicated in the whistleblowing. In such cases, the AC Chairman of LEHB will take over the assessment and subsequent investigations.
- (ii) Further action based on the preliminary assessment of every complaint shall be undertaken based on the following:

	<b>Assessment outcome</b>	<b>Further action</b>
i	There are no circumstances that warrant any investigation	Close the case
ii	Matters which do not fit for investigation by HIA:	
	<ul style="list-style-type: none"> <li>It is a grievance complaint or involve Human Resource related matters</li> </ul>	Direct it to the Human Resource department for further review and response
	<ul style="list-style-type: none"> <li>It is a complaint relating to product and services</li> </ul>	Direct it to respective head of operations for further review and response
	<ul style="list-style-type: none"> <li>It is purely an enquiry that raises no elements of complaints</li> </ul>	Direct it to the relevant department for further review and response
iii	Further information is required from whistleblower on the matter	Contact whistleblower for further inquiries
iv	It indicates a clear suspicious wrongdoing	Set up a whistleblowing investigation team
v	It indicates clear evidence of a criminal offence	Update AC Chairman of LEHB immediately and decide if relevant authorities shall be contacted *

*\* Depending on the nature, the seriousness and the implication of each case*

- (iii) The whistleblower will be notified on the outcome of the preliminary assessment and subsequent actions within 7 working days upon receiving of the whistleblowing.
- (iv) The HIA or the AC Chairman, LEHB (for cases implicating the HIA) is not obliged to contact the persons who submitted the whistleblowing report anonymously, exclude contact details or do not report in good faith.

#### 8.3.2. Full Investigation

- (i) The HIA or AC Chairman of LEHB (when the HIA is implicated in the wrongdoing) shall set up a Whistleblowing Investigation Team comprising appropriate and suitably qualified personnel to investigate the complaints disclosed in the whistleblowing report in a fair and objective manner and at its discretion, consider involving any other or additional officer of the Group and/ or an outside agency for the purpose of investigation.

- (ii) The Employees and Business Associates are encouraged to cooperate fully with any investigation and respond truthfully and completely to any inquiries made. All Employees and Business Associates will be treated with dignity and respect and no one will be subject to any retaliation or threats for reporting concerns in good faith and have reasonable grounds for believing the information disclosed indicates violations.
- (iii) Depending on the nature of the complaint, the alleged wrongdoer may be informed of the allegations against him or her and be provided with an opportunity to reply to such allegations.
- (iv) In the event the whistleblower is implicated or discovered to be or have been involved in any wrongdoing, he/ she may also be investigated so as to complete the fact-finding process. An investigation is not, and shall not be, treated as a reprisal against the whistleblower.
- (v) The alleged wrongdoer or any other implicated person may be suspended from work to facilitate the fact-finding or to avoid any exposure to a threat or harm to the related person.
- (vi) The investigation is a neutral fact-finding process without implicating the person.
- (vii) All investigations conducted are confidential in nature.

#### 8.3.3. Findings of Investigation and Decision

- (i) The results of the investigation together with the recommendations shall be communicated to the Board of LEHB for decision.
- (ii) If no case established, no further action is needed.
- (iii) In the event the allegation is substantiated in the investigation report, the final decisions may include, but not limited to, any of the following:
  - take disciplinary action (including Domestic Inquiry and termination of employment/ contract) against the wrongdoer. The disciplinary action shall be carried out in accordance with the procedures for disciplinary action stipulated in the Human Resources manual; or
  - report to relevant authorities.
- (iv) Following the conclusion of the investigation, the whistleblower and alleged wrongdoers (if needed) will be informed appropriately without divulging confidential information.
- (v) Based on the findings from investigation, the HIA will identify and recommend the corrective actions to the Group's governance, risk management and internal control system to mitigate such risks.

## 8.4 Communication

8.4.1. The following communication guidelines shall be followed during the investigation:

- No open discussion should be allowed except for relevant parties who are involve in the investigation
- The whistleblowers should be informed of the following:
  - Do not contact the suspected individual in an effort to determine facts or demand restitution; and
  - Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the HIA.

8.4.2. Where information is confidential, the Group shall not, except in the course of duty or under compulsion by law, disclose, divulge or make public any information of a confidential nature relating to the details of the alleged misconduct.

## 8.5 Record-keeping

8.5.1. A Register will be created by HIA to record all the complaints received for accountability purpose.

8.5.2. The Register will record the following details:

- The name and status (e.g. Employee or Business Associates) of the whistleblower,
- The dates on which the complaint was received and acknowledgement of complaint receipt was made known to whistleblower,
- The nature of the complaint,
- Details of the alleged wrongdoer,
- Date and outcome from preliminary assessment (e.g. whether the complaint is to be investigated and, if yes, by whom),
- Date and the outcome of the investigation, and
- Any other relevant details.

8.5.3. On quarterly basis, the HIA will report to the Audit Committee on the operation of the WB Policy. A summary of the following information will be reported:

- The number of complaints received for the quarter, and
- The number of complaints that were investigated and the remaining that has been channelled to the appropriate departments for further actions.

8.5.4. The Group requires that all documents and reports related to the investigations to be kept up to seven (7) years to be in line with the record retention period required for accounting records under the Malaysian Companies Act 2016. All such records are confidential to the Group and such records will be considered privileged and confidential.

## 8.6 Employees Responsibilities

- 8.6.1. Employees are responsible for understanding and complying with this Whistleblowing Policy & Procedures and promptly report any wrongdoing or suspected wrongdoing through whistleblowing channels.
- 8.6.2. Employees with managerial roles are required to be familiar with applicable requirements and directives of this Policy and communicate them to subordinates.

WHISTLEBLOWER REPORT FORM			
Report made by:			
Name	:	(Leave blank if you wish to remain anonymous)	
Company	:		
Telephone No.	:		Email address: <input type="text"/>
1.	When did this happen?		
2.	What has happened? (Please provide as much details as possible, use separate documents as attachment if need to)		
3.	Where did it happen?		
4.	Who has been involved?		
5.	Estimated value involved		
6.	Who else may have knowledge concerning the above?		
7.	Will this happen again and if so when and where?		
8.	Please list any documentation or other evidence to support your concern		
9.	Are there any other details or information which may help our investigation or otherwise be useful for the Group to know?		
For office use:			
	Reference:		



Flowchart of Investigation Procedures

