



WHISTLEBLOWING POLICY

1. Policy Statement

Semangat Lestari (M) Sdn Bhd is committed to upholding the highest standards of integrity, transparency, and accountability in all its operations related to the sale, repair, and maintenance of marine engines and waterjets. This Whistleblowing Policy is designed to encourage employees, contractors, and stakeholders to report any suspected misconduct, unethical behavior, or violations of laws and regulations without fear of retaliation.

2. Purpose

The purpose of this Whistleblowing Policy is to establish a framework that encourages and facilitates the reporting of concerns regarding unethical or illegal activities within Semangat Lestari (M) Sdn Bhd. This policy aims to create an environment where employees, contractors, and stakeholders feel safe and supported in voicing their concerns without fear and retribution. By providing a clear and confidential process for reporting suspected misconduct, the policy seeks to ensure that such concerns are addressed promptly and effectively. It underscores the company's commitment to transparency and accountability, fostering a culture of integrity that aligns with our core values and operational standards. Ultimately, this policy aims to protect the interests of all parties involved, promote ethical behaviour, and maintain the trust of our clients, partners, and the broader community.

3. Scope

This Whistleblowing Policy applies to all employees, contractors, and stakeholders of Semangat Lestari (M) Sdn Bhd. It encompasses any concerns related to unethical behavior, illegal activities, or violations of company policies that may adversely affect the organization, its employees, or the public. The policy is designed to ensure that individuals at all levels of the organization are aware of their rights and responsibilities when it comes to reporting concerns, fostering a culture of openness and accountability. It covers a wide range of issues, including but not limited to fraud, corruption, harassment, safety violations, and breaches of legal obligations.



4. Reporting Procedures

To facilitate the reporting of concerns, Semangat Lestari (M) Sdn Bhd has established clear procedures that individuals can follow. Employees and stakeholders are encouraged to report their concerns through designated channels, which include a confidential hotline, an email address, and a secure online platform. Reports can be made anonymously if preferred. It is important for the reporting individual to provide as much detail as possible, including the nature of the concern, relevant dates, and any supporting evidence. The company is committed to acknowledging receipt of the report and providing updates throughout the resolution process.

4.1 How to Report

Concerns can be reported verbally or in writing to the designated Whistleblowing Officer. The contact details are as follows:

Name: Farhana Zulkapli

Position: Finance & Admin Manager/ Director

Email: farhana@semangatlestari.com.my

Phone: 6012-3059009

Reports can also be submitted anonymously through the company's secure whistleblowing online form (<https://form.jotform.com/242621160401440>) or email (farhanazul@gmail.com)

4.2. Information to Include

When reporting a concern, please provide as much detail as possible, including:

- a) A clear description of the issue/ incident.
- b) Any relevant dates & times.



- c) Names of individuals involved (including witnesses of the incident)
- d) Any evidence of documentation that supports the claim.

5. Confidentiality

Confidentiality is a cornerstone of this Whistleblowing Policy. Semangat Lestari (M) Sdn Bhd is dedicated to protecting the identity of individuals who report concerns and ensuring that all information related to the report is handled with the utmost discretion. Information will only be shared with those directly involved in the investigation or resolution of the matter, and any unauthorized disclosure of the whistleblower's identity will be treated as a serious violation of company policy. By maintaining confidentiality, the company aims to encourage more individuals to come forward with their concerns without fear of exposure or judgment.

6. Protection Against Retaliation

Semangat Lestari (M) Sdn Bhd firmly prohibits any form of retaliation against individuals who report concerns in good faith. This includes adverse actions such as dismissal, demotion, harassment, or any other form of discrimination. The company recognizes that speaking up can be difficult, and it is committed to ensuring that whistleblowers are protected from any negative consequences resulting from their decision to report. Employees who believe they have experienced retaliation are encouraged to report the incident immediately, and such claims will be investigated thoroughly.

7. Investigation Process

Upon receiving a report, Semangat Lestari (M) Sdn Bhd will initiate a thorough and impartial investigation to assess the validity of the concerns raised. The investigation will be conducted by designated personnel trained in handling such matters, ensuring that all parties involved are treated fairly and respectfully. The company will aim to complete the investigation in a timely manner, while also ensuring a comprehensive review of all relevant information. Once the investigation is concluded, appropriate actions will be taken



SEMANGAT LESTARI (M) SDN BHD

Company Registration No: 199401018851 (304530-H)

based on the findings, and the reporting individual will be informed of the outcome, to the extent permissible.

8. Conclusion

In conclusion, the Whistleblowing Policy of Semangat Lestari (M) Sdn Bhd serves as a vital tool in promoting ethical conduct and accountability within the organization. By providing a safe and supportive environment for reporting concerns, the policy not only protects individuals who come forward but also safeguards the integrity of the company as a whole. It is essential for all employees and stakeholders to understand the importance of this policy and to actively participate in fostering a culture of transparency and ethical behavior.

9. Review of Policy

This Whistleblowing Policy will be reviewed periodically to ensure its effectiveness and relevance to the organization's operations and legal obligations.