



## Appendix 1

### **List of Complaints under Whistleblowing Policy**

The list of complaints / concerns includes, but is not limited to;

- Any dishonest or fraudulent act
- Any act of conflict of interest with suppliers, vendors or contractors
- Acceptance of fictitious quotations from suppliers, vendors or contractors in favouring for a particular entity
- Breaching of legal obligation
- Corruption or bribery
- Destruction, removal or inappropriate use of the Company's records, furniture, fixtures and equipment
- Falsifying payroll records or overtime claims
- Falsifying travel and entertainment expenses and/or utilizing company funds to pay for personal expenses
- Fictitious reporting or receipts, delivery orders, etc. from suppliers or shipment to customers
- Forgery or alteration of any document or account belonging to the company
- Forgery or alteration of a cheque, bank draft or any other financial document
- Inventory or asset theft
- Misappropriation or theft of funds, supplies or other assets
- Providing or accepting gifts or material value to/from customers, contractors, vendors or other persons doing or attempting to do business with the Company or its Group of Companies that are intended to influence a business decision or selection process
- Misappropriation of Company-owned computer hardware, software, data, etc.
- Misuse of company information
- Sexual harassment
- Any other detrimental wrongdoing which nature of the wrongdoing is subject to absolute discretion of the Committee
- Any action which is intended to conceal any of the above.