



# **MEGA SQUARE SDN BHD**

## **Anti-Bribery & Anti-Corruption Policy & Whistle-Blowing Policy**

MSSB-005 Rev.01.202306

## MSSB Anti-Bribery & Anti-Corruption Policy & Whistle-Blowing Policy

### 1. What does our policy cover?

- 1.1. This anti-bribery policy exists to set out the responsibilities of **MSSB** and those who work for us in regards to observing and upholding our zero-tolerance position on bribery and corruption.
- 1.2. It also exists to act as a source of information and guidance for those working for **MSSB** . It helps them recognise and deal with bribery and corruption issues, as well as understand their responsibilities.

### 2. Policy statement

- 2.1. **MSSB** is committed to conducting business in an ethical and honest manner, and is committed to implementing and enforcing systems that ensure bribery is prevented. **MSSB** has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever in the country we operate.
- 2.2. **MSSB** will constantly uphold all laws relating to anti-bribery and corruption in all the jurisdictions in which we operate. We are bound by the laws of the Malaysia (*in particular, the Malaysian Anti-Corruption Commission Act 2009*).
- 2.3. **MSSB** recognises that bribery and corruption are punishable in according to the applicable laws. If our company is discovered to have taken part in corrupt activities, we may be subjected to an unlimited fine, be excluded from tendering for public contracts, and face serious damage to our reputation. It is with this in mind that we commit to preventing bribery and corruption in our business, and take our legal responsibilities seriously.

### 3. Who is covered by the policy?

- 3.1 This anti-bribery policy applies to all employees (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, seconded staff, , casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us (including third parties), or any of our subsidiaries or their employees, no matter where they are located (within or outside of the Malaysia). The policy also applies to Officers, Trustees, Board, and/or Committee members at any level.
- 3.2 In the context of this policy, third-party refers to any individual or organisation our company meets and works with. It refers to actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies – this includes their advisors, representatives and officials, politicians, and public parties. We expect all relevant third parties to act consistently with this Policy and observe the same principles to uphold our zero- tolerance position towards bribery and corruption.
- 3.3 Any arrangements our company makes with a third party is subject to clear contractual terms, including specific provisions that require the third party to comply with minimum standards and procedures relating to anti-bribery and corruption.

#### 4. Definition of bribery

- 4.1 Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage so to induce or influence an action or decision.
- 4.2 A bribe refers to any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage.
- 4.3 Bribery is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and they accept it, they are also breaking the law.
- 4.4 Bribery is illegal. Employees must not engage in any form of bribery, whether it be directly, passively (as described above), or through a third party (such as an agent or distributor). They must not bribe a foreign public official anywhere in the world. They must not accept bribes in any degree and if they are uncertain about whether something is a bribe or a gift or act of hospitality, they must seek further advice from the company's General Manager or P&A Manager.

#### 5. What is and what is NOT acceptable

- 5.1 This section of the policy refers to 4 areas:
  - Gifts and hospitality.
  - Facilitation payments.
  - Political contributions.
  - Charitable contributions.
- 5.2 Gifts and hospitality **MSSB** accept normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:
  - a) It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favours or benefits.
  - b) It is not made with the suggestion that a return favour is expected.
  - c) It is in compliance with local law.
  - d) It is given in the name of the company, not in an individual's name.
  - e) It does not include cash or a cash equivalent (e.g., a voucher or gift certificate).
  - f) It is appropriate for the circumstances (e.g., giving small gifts around festive season or as a small thank you to a company for helping with a large project upon completion) subject to point (i) below.
  - g) It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.
  - h) It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
  - i) It is not above a certain excessive value, as pre-determined by the company's General Manager or P&A Manager (usually not in excess of MYR100).
  - j) It is not offer to, or accepted from, a government official or representative or politician or political party, without the prior approval of the company's General Manager or P&A Manager.

- 5.3 The intention behind a gift being given/received should always be considered. If there is any uncertainty, the advice of the General Manager or P&A Manager should be sought.
- 5.4 Facilitation Payments and Kickbacks **MSSB** does not accept and will not make any form of facilitation payments of any nature. We recognise that facilitation payments are a form of bribery that involves expediting or facilitating the performance of a public official for a routine governmental action. We recognise that they tend to be made by low level officials with the intention of securing or speeding up the performance of a certain duty or action.
- 5.5 **MSSB** does not allow kickbacks to be made or accepted. We recognise that kickbacks are typically made in exchange for a business favour or advantage.
- 5.6 **MSSB** recognises that, despite our strict policy on facilitation payments and kickbacks, in exceptional circumstances, employees may face a situation where avoiding a facilitation payment or kickback may put their/their family's personal health, security at risk. Under these circumstances, the following steps must be taken:
- a) Keep any amount to the minimum.
  - b) Ask for a receipt, detailing the amount and reason for the payment.
  - c) Create a record concerning the payment.
  - d) Report this incident to your line manager, General Manager or P&A Manager.
- 5.7 Political Contributions **MSSB** will not make donations, whether in cash, kind, or by any other means, to support any political parties or candidates. We recognise this may be perceived as an attempt to gain an improper business advantage.
- 5.8 Charitable Contributions **MSSB** accepts (and indeed encourages) the act of donating to charities— whether through services, knowledge, time, or direct financial contributions (cash or otherwise) —and agrees to disclose all charitable contributions it makes.
- 5.9 Employees must be careful to ensure that charitable contributions are not used to facilitate and conceal acts of bribery.
- 5.10 We will ensure that all charitable donations made are legal and ethical under local laws and practices, and that donations are not offered/made without the prior approval of the General Manager or P&A Manager.

## 6. Responsibilities

- 6.1. As an employee of **MSSB**, you must ensure that you read, understand, and comply with the information contained within this policy, and with any training or other anti-bribery and corruption information you are given.
- 6.2. All employees and those under our control are equally responsible for the prevention, detection, and reporting of bribery and other forms of corruption. They are required to avoid any activities that could lead to, or imply, a breach of this anti-bribery policy and where applicable, coach or guide their subordinate when they have any issue or concern.
- 6.3. If you have reason to believe or suspect that an instance of bribery or corruption has occurred or will occur in the future that breaches this policy, you must notify the General Manager or P&A Manager, email your concern through [concern@megasquare.com.my](mailto:concern@megasquare.com.my), or raise a concern through “Let’s Talk” portal (for **MSSB**’s employee) or the reporting portal available at [www.megasquare.com.my/concern](http://www.megasquare.com.my/concern) (for third party).
- 6.4. If any employee breaches this policy, they will face disciplinary action and could face dismissal for gross misconduct. **MSSB** has the right to terminate a contractual relationship with an employee if they breach this anti-bribery policy.
- 6.5. As a third-party providing goods and/or services to **MSSB**, you must ensure that you (including your employees, any personnel and other relevant third parties associated in your provisions or goods or services to **MSSB**) read, understand, and comply with the information contained within this policy, other anti-bribery and corruption information you are given. All third parties are equally responsible for the prevention, detection, and reporting of bribery and other forms of corruption and bound by this Policy. Any proven breach by the third party will be subject to a termination of the existing transaction between **MSSB** and the relevant third party.

## 7. What happens if I need to raise a concern? Whistle-Blowing Policy

### 7.1. This section of the policy covers 3 areas:

- a. How to raise a concern.
- b. What to do if you are a victim of bribery or corruption.
- c. Protection.

### 7.2. How to raise a concern

If you suspect that there is an instance of bribery or corrupt activities occurring in relation to **MSSB**, you are encouraged to raise your concerns at as early a stage as possible. If you're uncertain about whether a certain action or behaviour can be considered bribery or corruption, you should speak to your General Manager or P&A Manager, email your concern through **concern@megasquare.com.my**, or raise a concern through "Let's Talk" portal (for **MSSB's** employee) or the reporting portal available at **www.megasquare.com.my/concern** (for third party). Both internal and external portals provide an option to raise the concern anonymously. Confidentiality will be maintained throughout the reporting, investigation, and resolution process, and only individuals directly involved will be informed on a need-to-know basis, unless the concern is raised anonymously in which **MSSB** will not be able to notify the person raising the concern. This whistleblowing policy is extended to all personnel and third parties as stated in section 3 of this Policy.

### 7.3. **MSSB** will communicate to all employees and the relevant third parties of its whistleblowing procedures so employees or third parties can vocalise their concerns swiftly and confidentially.

### 7.4. What to do if you are a victim of bribery or corruption

You must tell your General Manager or P&A Manager, email your concern through **concern@megasquare.com.my**, or raise a concern through "Let's Talk" portal (for **MSSB's** employee) or the reporting portal available at **www.megasquare.com.my/concern** (for third party) as soon as possible if you are offered a bribe by anyone, if you are asked to make one, if you suspect that you may be bribed or asked to make a bribe in the near future, or if you have reason to believe that you are a victim of another corrupt activity.

### 7.5. Protection

If you refuse to accept or offer a bribe or you report a concern relating to potential act(s) of bribery or corruption, **MSSB** understands that you may feel worried about potential repercussions. **MSSB** will support anyone who raises concerns in good faith under this policy, even if investigation finds that they were mistaken.

### 7.6. **MSSB** is committed to protecting employees or any third party who report potential bribery or participate in related investigations from any form of retaliation. **MSSB** will ensure that no one suffers any detrimental treatment as a result of refusing to accept or offer a bribe or other corrupt activities or because they reported a concern relating to potential act(s) of bribery or corruption.

### 7.7. Detrimental treatment refers to dismissal, disciplinary action, treats, or unfavourable treatment in relation to the concern the individual raised.

### 7.8. **MSSB** will treat all reports of potential bribery and related investigations with strict confidentiality to the fullest extent permitted by law.

### 7.9. If you have reason to believe you've been subjected to unjust treatment as a result of a concern or refusal to accept a bribe, you should inform your line manager or the General Manager or P&A Manager immediately, email your concern through "Let's Talk" portal (for **MSSB's** employee) or the reporting portal available at **www.megasquare.com.my/concern** (for third party).

### 7.10. **MSSB** will monitor and promptly investigate any allegations of retaliation brought to its attention. Investigations will be conducted impartially, ensuring fair treatment for all parties involved. Appropriate disciplinary actions will be taken against individuals found to have engaged in retaliation, following due process and in compliance with applicable laws.

## 8. Training and communication

- 8.1. **MSSB** will provide training on this policy as part of the induction process for all new employees. Employees will also receive regular, relevant training on how to adhere to this policy, and will be asked annually to formally accept that they will comply with this policy.
- 8.2. **MSSB** 's anti-bribery and corruption policy and zero-tolerance attitude will be clearly communicated to all suppliers, contractors, business partners, and any third-parties at the outset of business relations, and as appropriate thereafter.
- 8.3. **MSSB** will provide relevant anti-bribery and corruption training to employees etc. where we feel their knowledge of how to comply with the Bribery Act needs to be enhanced.

## 9. Record keeping

- 9.1. **MSSB** will keep detailed and accurate financial records, and will have appropriate internal controls in place to act as evidence for all payments made. We will declare and keep a written record of the amount and reason for hospitality or gifts accepted and given, and understand that gifts and acts of hospitality are subject to managerial review.

## 10. Monitoring and reviewing

- 10.1. The management of **MSSB** has appointed the P&A Manager to be responsible for monitoring the effectiveness of this policy (including the relevant key performance indicators and other measures as deemed appropriate) and will review the implementation of it by assessing its suitability, adequacy, and effectiveness.
- 10.2. Internal control systems and procedures designed to prevent bribery and corruption are subject to annual audit to ensure that they are effective in practice.
- 10.3. Any need for improvements will be applied as soon as possible. Employees and third parties are encouraged to offer their feedback on this policy if they have any suggestions for how it may be improved. Feedback of this nature should be addressed to the General Manager or P&A Manager.
- 10.4. **MSSB** may amend this Policy at any time so to improve its effectiveness at combatting bribery and corruption.