

# SYNERGIC HALLMARK SDN. BHD.

(Co. No. 514374-U)

No.4 & 6, Jalan Makmur 2, Taman Perindustrian Cemerlang,  
81800 Ulu Tiram, Johor.

## WHISTLEBLOWING POLICY

### 1. Purpose

This policy is intended to provide a safe and confidential process for employees and stakeholders to report concerns about wrongdoing, misconduct, or unethical behavior within the organization. It aims to encourage openness and protect whistleblowers from retaliation.

### 2. Scope

This policy applies to all employees, contractors, consultants, volunteers, and any other individuals working with or on behalf of Synergic Hallmark.

### 3. Definition of Whistleblowing

Whistleblowing refers to the act of reporting concerns related to:

- Fraud, bribery, or corruption
- Health and safety risks
- Environmental damage
- Criminal activity
- Breach of legal or regulatory obligations
- Misuse of company resources
- Unethical or discriminatory behavior
- Attempts to conceal any of the above

### 4. Reporting Process

Individuals can report concerns through the following channels:

- Email: [whistleblowersynergic@gmail.com](mailto:whistleblowersynergic@gmail.com)
- Phone: +607-862 4436/ +607-862 4437
- Anonymous Web Form at [www.synergichallmark.com](http://www.synergichallmark.com)
- Direct Reporting: To a manager or HR representative
- Physical drop boxes

### 5. Confidentiality

All reports will be treated confidentially and, where possible, anonymously. The organization will take all reasonable steps to protect the identity of the whistleblower.

### 6. Protection from Retaliation

No person will suffer any form of retaliation, discrimination, or disadvantage as a result of raising a genuine concern under this policy. Any attempt to retaliate against a whistleblower will be treated as a serious disciplinary matter.

### 7. Investigation

Upon receiving a report, the organization will:

- Acknowledge receipt within 3-5 working days
- Assess the concern and determine the appropriate course of action
- Conduct a thorough and fair investigation
- Provide feedback to the whistleblower, where appropriate

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**8. False Allegations**

Deliberately false malicious allegations may result in disciplinary action. However, individuals raising concerns in good faith will not be penalized, even if the concern is ultimately unsubstantiated.

**9. Monitoring and Review**

This policy will be reviewed annually and updated as necessary to ensure effectiveness and compliance with relevant laws and regulations.

Approved by:



[Managing Director]

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