

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
- Phone: +607-862 4436/ +607-862 4437
- Anonymous Web Form at 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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