



**MY E.G. SERVICES BERHAD**

**[Registration No. 200001003034 (505639-K)]**

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**ANTI-BRIBERY PROCEDURES FOR MANAGING STAKEHOLDERS**

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MY E.G. Services Berhad

Date: 30 April 2020

## Introduction

MY E.G. Services Berhad (“MYEG” or the “Company”) and its subsidiaries (the “Group” or “MYEG Group”) is committed to conducting its business with integrity and in an ethical manner.

MYEG has established this **Anti-Bribery Procedures for Managing Stakeholders** (this “Procedures”) to provide guidance to the Group’s Directors and Employees to manage circumstances:

- where they are faced with attempted or suspected attempted bribery, regardless of whether they are being offered or solicited for a bribe; and
- where they are faced with offers or request for transactions or arrangements and they are unsure if such transactions or arrangements constitute a bribe.

This Procedures shall be read in conjunction with MYEG Group’s Anti-Bribery and Anti-Corruption Policy and other applicable policies referred to in the Anti-Bribery and Anti-Corruption Policy.

The Group’s Directors and Employees shall familiarise themselves with this Procedures and ensure its adherence when faced with any of the above mentioned circumstances.

### 1. Definitions

This Procedures shall have the definitions consistent with the Group’s Anti-Bribery and Anti-Corruption Policy.

The following definitions and interpretations shall apply in this Procedures:

- (a) “the said Stakeholder” refers to the party from whom a Director or Employee faces a request for or offer of something of value, in relation to a bribe or an arrangement or a transaction which could be or may be a bribe. Such request or offer could be implicit or explicit.

### 2. Application

This Procedures shall apply when a Director or Employee is faced with an implicit or explicit request for or offer of something of value, in relation to a bribe or an arrangement or a transaction which could be or may be a bribe, by another party (hereinafter referred to as “the said Stakeholder”). The said Stakeholder could be a government or regulatory officer, a customer’s representative, and so on.

If the request or offer is determined as a bribe, or may constitute a bribe, the request or offer shall not be fulfilled.

### 3. Procedures – When Encountering a Solicitation or Offer

#### 3.1 Obtaining Clarification

3.1.1 When faced with an implicit or vague solicitation or offer, a Director or Employee shall seek clarification with the said Stakeholder on the request or offer.

### **3.2 Making an Assessment**

3.2.1 A Director or Employee shall assess any request or offer to assess if it is in accordance with the principles and policies set by the Group in relation to anti-bribery. If the request or offer does not constitute a bribe or potential bribe and is within the boundaries of the Group's policies, the provisions of the Group's policies shall apply.

3.2.2 Note that legitimate and official payments consistent with applicable laws and regulations and the Group's policies shall be supported by official receipts.

### **3.3 When in Doubt**

3.3.1 If in doubt whether a request or offer constitutes a bribe or is in line with the Group's principles and policies, the Director or Employee shall contact his/ her immediate superior or upward along his/her chain of command or the Head of the Group's Compliance Unit for advice.

3.3.2 If a superior/ manager is contacted for advice and was unable to assess or determine the correct action for the situation, he/she shall further seek advice upward along his/her chain of command, or from the Head of the Group's Compliance Unit.

### **3.4 In the Event of a Bribe or Prohibited Transaction**

3.4.1 If it is determined that the request or offer is not in line with the Group's principles and policies, or may likely constitute a bribe, the Director or Employee shall politely refuse the said Stakeholder's request or offer, explaining to him/her that:

- (a) the request or offer is against the Group's policies, citing the Group's policies; or
- (b) the request or offer may constitute a bribe which is a criminal offence under applicable laws and regulations.

3.4.2 If the said Stakeholder is insistent on his/her request or offer, the Director or Employee shall attempt to contact his/her immediate superior or upward along his/her chain of command or the Head of the Group's Compliance Unit for advice.

3.4.3 When considering approaches towards rejecting or refusing a request or offer, a Director or Employee may consider, amongst others, the following:

- (a) seeking clarification with the said Stakeholder to enquire if the request is in line with the policies established by the organisation he/she represents;

- (b) reminding the said Stakeholder that his/her request or offer is or is likely against applicable laws, regulations, or relevant code of ethics or business contracts;

Appendix 4: Anti-Bribery Procedures for Managing the whistleblowing mechanism established by the organisation he/she represents, if any of the mechanism is made known to the Group; and

- (d) requesting to get in touch with the superior of the said Stakeholder for clarification.

### 3.5 In the Event An Individual's Safety or Freedom is at Risk

3.5.1 In the case where a Director or Employee is required to make a payment under duress to protect their safety or freedom or that of another person (such as from life-threatening situations, bodily harm, or unlawful detainment), the Director or Employee shall seek guidance from his/her superior or the Head of the Group's Compliance Unit, whichever is available.

3.5.2 In relation to **Paragraph 4.5.1** above, if the Director or Employee is not allowed or unable to contact his/her superior or the Head of the Group's Compliance Unit, he/she shall prioritise his/her own safety or freedom or that of another person and fulfil the said Stakeholder's request in the best possible manner, and he/she shall report the incident to the Head of the Group's Compliance Unit as soon as practicable.

### 3.6 Reporting a Case

3.6.1 A Director or Employee shall ensure any attempted or suspected attempted solicitation for or offering of a bribe, if determined as so after assessment, is reported to the Group's Compliance Unit.

3.6.2 The Group's Compliance Unit shall record reports made pursuant to **Paragraph 4.6.1** above and shall make the necessary assessment to determine if they constitute any attempt or suspected attempt at bribery.

3.6.3 The Group's Compliance Unit shall record any attempt or suspected attempt of bribery, considering amongst others the following:

- (a) the date and time of the incident;
- (b) the identity and details of the said Stakeholder (e.g. name, organisation represented, business relationship with the Group);
- (c) the mode and amount/ value of bribe solicited or offered (e.g. in form of cash, rebate, kickbacks, etc.);
- (d) circumstances of the incident (e.g. in relation to logistics, a tender bid, or procurement contract); and

- (e) (i) in the case of a solicitation – what is at stake for the Group, the service sought after by the Group, or the threats made by the said Stakeholder, if any (e.g., a summon for a non-compliance matter); or
- (ii) in the case of an offer – the solicited favour or interest to be provided in return for the bribe offered (e.g., the award of a procurement contract).

Appendix 4: Anti-Bribery Procedures for Managing Number of cases reported pursuant to  
**Paragraphs 4.6.1 to 4.6.3** above and report to the Managing Director and the Risk Management Working Group, at least on a quarterly basis, amongst others, the following:

- (a) number of cases of actual, attempts and suspected attempts at bribery;
- (b) the Group's business operations affected or involved in such cases;
- (c) the Group's external stakeholders involved in such cases; and
- (d) the actions taken to address the situations.

The Risk Management Working Group shall report highlights of the same to the Risk Management Committee.

**5.** Pursuant to **Section 25** of the **MACC Act 2009**, a person who has encountered a solicitation or offer for a bribe, as well as any person who has given or received a bribe, shall at the earliest opportunity report such incident to a MACC officer or a police officer.

**6. Review of this Code**

6.1 This Procedures is approved by the Managing Director of MYEG on 30 April 2020.

6.2 It shall be reviewed by the Group periodically and at least once in three (3) years.