

CORPORATE SOCIAL RESPONSIBILITY POLICY

AsiaPac Oil & Gas Sdn Bhd (APOGSB) recognises that our corporate and social responsibility is crucial to our values and operations and in expressing our commitment to our stakeholders. They include customers, employees, investors, suppliers, the community and the environment. We recognise that our social, economic and environmental responsibilities to these stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.

This Statement is about how APOGSB takes account of its economic, social and environmental impact in the way it operates as a business. By demonstrating our commitment to Corporate Social Responsibility, we aim to align our core values, purpose and strategy with the needs of our clients, whilst embedding such responsible and ethical principles into everything we do.

We build relationships with our customers, suppliers and the local communities we are part of, by encouraging our employees to consider the needs of others and involve themselves in public service. We will obtain a wide range of views on our social and environmental policies and performance.

The operational and ultimate responsibility for the commitment to our Corporate & Social Responsibility principles lie with the Directors of APOGSB, although every employee is expected to give their full co-operation to the principles in their activities at work. Consultants or visitors are also expected to adhere to our principles.

The effectiveness of the Policy Statement will be monitored and reviewed at least annually to ensure the Company's continuing compliance with any relevant legislation and to meet new business requirements and to identify areas in need of improvement.

1. Our Employees

We are extremely proud of our employees, who are at the heart of our ability to continuously strive to deliver an extraordinary service and understand the instrumental role they play in our success. This is also reflected by the measured response to our market entry, with word spreading fast about our local commitment, the care we show our employees, and the opportunities available for them.

We will respect our employees and encourage their development and training. We will promote equality as differences in responsibilities permit and consider the interests of our employees including their welfare and health and safety. We aim to empower our employees and we will recognise individual contributions and reward our employees fairly. Our ultimate aim is the happiness of our employees through their worthwhile and satisfying employment in a successful Malaysian business.

- We shall operate an equal opportunities policy for all present and potential future employees and will offer our employees clear and fair terms of employment and provide resources to enable their continual development
- We shall maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement
- We shall provide safeguards to ensure that all employees of whatever nationality, colour, race or religious belief are treated with respect and without sexual, physical or mental harassment
- We shall provide, and strive to maintain, a clean, healthy and safe working environment in line with our Health and Safety policy and safe systems of work.

2. Our Customers

APOGSB seeks to ensure that it deals responsibly, openly and fairly with existing and potential customers by:

- Ensuring that all our advertising and documentation about the business and its activities are clear, informative, legal, decent, honest and truthful
- Being open and honest about our products and services and telling customers what they want to know, including what we do to be socially responsible
- We will register and resolve customer complaints in accordance with our standards - ensuring that if something goes wrong we will acknowledge the problem and deal with it
- We will listen to our clients so that this can help us improve the services we offer to them
- Ensuring that we benchmark and evaluate what we do in order to constantly improve our competitive edge in the marketplace and the service we offer our customers.
- Our contracts will clearly set out the agreed terms, conditions and the basis of our relationship and will operate in a way that safeguards against unfair business practices.

3. Local Community

APOGSB is a proudly Malaysian business, and is committed to the development of local communities, professionals and businesses. We ensure that our work with the local community involves:

- Encouraging volunteer work in community activities
- Supporting local schools
- Supporting local orphanages
- Supporting local fund-raising activities
- Promoting workplace diversity and the belief in young professionals
- Actively seeking every opportunity to establish internships, apprenticeships and traineeships for young and eager professionals

4. Environment

Protection of the environment in which we live and operate is part of APOGSB values and principles and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.

Farah Wall

Managing Director

AsiaPac Oil & Gas Sdn Bhd

Revision	Date	Changes	Author	Approver
00	04/09/19	Final revision released to ATLAS	F.Wall	F.Wall