



## GIFT, HOSPITALITY & ENTERTAINMENT POLICY STATEMENT

Q3 Management Solutions Sdn. Bhd. (“Q3Solutions” or “The Company”) is committed to conduct its business operations with high standards of integrity, accountability, transparency.

The Gift, Hospitality & Entertainment (“GHE”) Policy applies to all Q3Solutions Directors, Employees, Interns, Associates, and any other party engaged with or act on behalf of Q3Solutions.

GHE is a bribery and corruption risk, especially where it is intended to create any obligation, expectation, or undue influence. However, Q3Solutions acknowledges that exchange of modest business courtesies may be legitimate in creating goodwill. Therefore, all Directors, Employees, Interns and Associates are **strictly prohibited from giving, offering, requesting, accepting, or facilitating any GHE** to or from any party, directly or not, unless they satisfy all of the following:

- offered in good faith and do not create any obligation, expectation, or undue influence;
- given and received openly and transparently;
- modest, infrequent, and not lavish;
- comply with applicable laws and the recipient organisation’s internal policies;
- do not create unfavourable perception among Q3Solutions’ stakeholders and the public;
- reasonable and proportionate in value and nature to the occasion; and
- documented and retained for audit purposes.

Any GHE may only be given or received strictly in accordance with the GHE Policy. When receiving a prohibited GHE, the recipient must politely decline or return it, whenever possible. If such decline or return is not practicable, the GHE must be documented internally, declared in The Company’s reports, and surrendered to the Managing Director for appropriate disposition.

Any breach of the GHE Policy and/or applicable laws may result in stern disciplinary measures, including suspension, termination, and/or legal proceedings.

Q3Solutions encourages all stakeholders and members of the public to report, in good faith, any suspected improper conduct by emailing to [whistleblowing@q3solutions.com.my](mailto:whistleblowing@q3solutions.com.my). The Company strictly prohibits retaliation against individuals who raise concerns responsibly and is committed to safeguarding their confidentiality and identity.

**Integrity is our Core Value.**

**EMILIAWATI ZAINOL**  
Managing Director,  
Q3 Management Solutions Sdn. Bhd.  
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