	Puregas Policy	Approval		
		Managing Director		
	WHISTLE BLOWING POLICY	Doc. No: 25		
		Issue Date: 09/12/2015	Rev: 0	Rev Date: Dec 2018

Purpose

Puregas is committed to high standards of ethical, moral and legal business conduct in line with this commitment, and Puregas commitment to open communication. This policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing.

This whistle blowing policy is intended to cover protections for employees if they raise concerns regarding:

- incorrect financial reporting;
- unlawful activity;
- activities that are not in line with Puregas policy, including the Code of Business Conduct;
- or activities, which otherwise amount to serious improper conduct.

Definition


A whistleblower as defined by this policy is an employee of Puregas who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy.

Procedure

The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate manager or the SHEQ/HR Manager.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action. Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained, however, identity may have to be disclosed to conduct a thorough investigation to comply with the law and to provide accused individuals their legal rights of defense.

The Company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the SHEQ / HR Manager immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. All reports of illegal and dishonest activities will be promptly submitted to the SHEQ/HR Manager who is responsible for investigating and coordinating corrective action.

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Revision history

<p>The following information documents the last changes</p>		
Date	Revised by	Changes