

**WHISTLEBLOWING POLICY & PROCEDURES**

**OBJECTIVES**

The Board of Directors (“the Board”) of Yoong Onn Corporation Berhad (“YOOCB or the Company”) is committed to maintain, high standard of work ethics, integrity, good corporate governance practices in line with the code of conduct & ethics for the Company and its subsidiaries (“the Group”).

The objectives of this policy and procedures are to provide avenues for employees, stakeholders and public members to report suspected and/or known improper or illegal activities, fraud, theft, corruption, irregularities, bad practices, abuse, criminal breach of trusts and all wrongdoings (“Misconduct”) that will have significant impact on the Group’s operations or resources to the Management or the Audit Committee so that the Company can conduct investigations and take appropriate corrective and remedial actions.

**REPORTED MISCONDUCT**

Misconduct is any act or omission, which if proven, construe an act of misconduct pursuant to the Group’s Code of Ethics and Conduct and/or may tantamount to criminal offence under the relevant law and regulations and generally categorise as follow:

**1. General Misconduct**

Work related concerns like insubordination, disobedience, vulgar or abusive language, bully, disrupting colleagues; threatening or use of violence and or oppression, use of Company’s assets for personal interest or benefits, sexual harassment, disclosure of trade secret and company private and confidential information to 3<sup>rd</sup> party or competitors.

**2. Unlawful and Illegal Activities**

Fraudulent, dishonesty, corruption, bribery, blackmail, failure to comply with the relevant legal and statutory requirements, violate regulatory obligation; breach of law, rules and regulation; and cheating, theft and criminal breach of trust.

**3. Non-Compliance of Procedural Conduct/Regulatory Obligations/Act**

Non-compliance of the relevant statutory procedures and consequently expose the Company to risk of loss or actual loss or liabilities and such procedure are important for good corporate governance and jeopardise the Group and tarnish its images.

**4. Conflict of Interest**

Direct or indirect involvement in other employment or business (remunerated or otherwise) except otherwise agreed by the management, utilise Company’s assets and properties for own benefits and interests, conflict with the interest and statutory duties in the Company, jeopardise their independent judgement or adversely affect their job performance.

## 5. **Unethical Conduct**

Religious or racial or sexual discrimination, serious non-professional or non-ethical behaviour, caused danger to the health and safety of any individual, caused damage to the environment and losses to the Company.

### **WHISTLEBLOWERS CONFIDENTIALITY AND PROTECTION**

- a. Employees, shareholders, vendors, contractors, customers or members of general public making reports about misconduct are referred to as whistleblowers.
- b. Whistleblower is as a reporting party and is not investigators or finders of fact, nor do they determine the appropriate corrective or remedial action that may be warranted.
- c. All whistle-blowing reports are treated as confidential and or anonymous and not to reveal the blower's identity, if so wish. However, such consultation will not take place in the event the disclosure of identity is required by law.
- d. The whistle-blower is to be given an assurance that his/her identity will be only known be a few top management on a need to know basis and the outcome of the investigation will be fed back to the whistle-blower. This is to encourage and give confidence to the whistle-blower that the report will be investigated. All information received will be treated with strictest confidentiality.
- e. All whistle-blowing reports have to be made in good faith with reasonable belief that the information and allegation is true and not for personal gain, no false accusations, misleading information knowingly, negligently or recklessly in the report; the disclosure is not made with malicious intent or ill will and not made for personal agenda. Otherwise, necessary actions may be taken against the whistle-blower.
- f. Whistleblowers are encouraged to identify themselves and their contact (phone number/email) especially so when more detail information is required. Whenever necessary, the whistle-blower may be required to stand as a witness for the Company or by law.

### **WHISTLEBLOWING POLICY AND REPORTING PROCEDURES**

- a. This policy presumes that employees will act in good faith and will not make false accusations when reporting of misconduct by the Company's employees. An employee who knowingly or recklessly makes statements or disclosures that are not in good faith may be subject to disciplinary actions, which may include termination.
- b. Any person including Company's customers, shareholders, employees, investors or the public at large may report allegations of suspected or known serious misconduct or any breach or suspected breach of law or regulation that may adversely impact the Company
- c. Acts of misconduct may be disclosed in writing send via mail or email, by telephone calls or in person. However, all reports are encouraged to be made in writing, so as to assure a clear understanding of the issues raised.
- d. The Company encourages the whistleblower to report using the Company's standard whistleblower report format provided in Appendix 1.

- e. The whistleblowers are recommended to self-identify, though it is not a requirement of the policy but it is mandatory to state the telephone contact number or e-mail address that may be required to stand as a witness or by law.
- f. It is recommended to mark the subject as 'YOCB Whistleblower' for ease of identification as the subject matter or on the envelope.
- g. Disclosures can be verbal or in writing and forwarded in a sealed envelope or by email labelling such as "To be opened by or Head of Human Resources or the Name of the Audit Committee member Only".
- h. Employee should report any misconduct or irregularities to the immediate supervisor and the supervisor should report it to the Head of Human Resources accordingly. However, if it is not possible or appropriate to do so, they may report it by telephone call, telefax, post, hand deliver or by email to the Audit Committee, Yoong Onn Corporation Berhad, Suite 13.01, Level 13, Wisma Goldhill, No. 67 Jalan Raja Chulan, 50200 Kuala Lumpur.
- i. Stakeholders, who have suspected or known fraud, misconduct or any integrity concerns, are encouraged to report to the Audit Committee members and it is presumed that stakeholders will act in good faith and will not make false accusations, knowingly or recklessly makes false statements or disclosures that are not in good faith, otherwise the Company will take appropriate actions including legal actions against them.
- j. The Audit Committee member who receives a report will acknowledge receipt of the report and notify the whistleblower and within three (3) working days.
- k. Upon receipt of the report, the Audit Committee Members shall meet to discuss about reports and decide on the actions and investigations including setting up an investigating team that may involve other parties like Internal Auditors to conduct investigation on the issue/concern raised.
- l. The Audit Committee Members will ensure investigations are carried out using appropriate channels, resources and expertise.
- m. To report to the Board of Directors about the reports received, actions taken and progress of the investigation.
- n. The Board or Senior Management reserves the right to make any decision based on the findings by the Committee.
- o. Upon completion of the investigation, the Investigators shall submit their full report together with recommendations including the appropriate corrective and remedial actions to the Board.