



**CARING PHARMACY GROUP BERHAD**  
(Company No.1011859-D)

# **WHISTLE BLOWING POLICY AND PROCEDURES**

Approved by: Board of Directors

Date: 23 July 2014

## **1. Whistle Blowing**

- a. Whistle Blowing is a specific means by which a worker or stakeholder can report or disclose through established channels, concerns about unethical behavior, malpractices, illegal acts or failure to comply with regulatory requirements that is taking place / has taken place / may take place in the future.
- b. Only genuine concerns should be reported under Whistle Blowing procedures. This report should be made in good faith with a reasonable belief that the information and any allegation in it are substantially true, and the report is not made for personal gain. Malicious and false allegations will be viewed seriously and treated as a gross misconduct and if proven may lead to dismissal.

## **2. Procedures**

- a. Any concern should be raised with immediate superior. If for any reason, it is believed that this is not possible or appropriate, then the concern should be reported to Group Managing Director. Channel of reporting to Group MD are:

Name: Chong Yeow Siang  
Mail: yschong@caringpharmacy.com.my

- b. In the case where reporting to management is a concern, then the report should be made to the Chairperson of Audit Committee. Channel of reporting to the Chairperson of Audit Committee are:

Name: Datin Sunita Mei-Lin Rajakumar  
Mail: sunita\_rajakumar@yahoo.com

## **3. Action**

- a. All reports will be investigated promptly by the person receiving the report. If required, he can obtain assistance from other resources within the Group (e.g. Group Internal Audit and Group Human Resource Department etc.). The progress of investigation will be reported to the Audit Committee no later than at the next scheduled meeting.
- b. Reports received anonymously will be treated as confidential.
- c. The person making anonymous report will be advised that maintaining anonymity may hinder an investigation. Irrespective of this, anonymity will be maintained as long as it's permitted by law or the person making the report indicates that he no longer wishes to remain anonymous.
- d. Upon completion of investigation, appropriate course of action will be recommended to the Audit Committee for their deliberation. Decision taken by the Audit Committee will be implemented immediately.
- e. Where possible, steps will also be implemented to prevent similar situation arising.

## **5. Further action**

- a. If for any reason, the person making the report is not satisfied with the way his report had been dealt with, he can escalate his report to the Senior Independent Non-Executive Director. Channel of reporting to the Senior Independent Non-Executive Director are :

Name: Tan Sri Dato' Haji Mohd Ariffin  
E-mail: [tansri@caringpharmacy.com.my](mailto:tansri@caringpharmacy.com.my)

- b. Chairman of Audit Committee will deliberate the report with his Committee members and decide on the appropriate course of action.