

MITRAJAYA HOLDINGS BERHAD
(199301013519) (268257T)

WHISTLEBLOWING POLICY AND PROCEDURE

CONTENTS

1. PURPOSE & SCOPE	4
2. REPORTING CHANNELS	4
3. TYPES OF IRREGULARITIES	5
4. SAFEGUARDS	6
5. HANDLING OF COMPLAINTS	7
6. REVIEW	8

APPENDIX

I WHISTLEBLOWING FORM

ABBREVIATIONS

MHB	Mitrajaya Holdings Bhd
IGU	Integrity and Governance Unit
Policy	Whistleblowing Policy and Procedure

DOCUMENT REVISION LOG

Version: 0

Effective Date: 08-09-2021

Revision History:

Version	Effective Date

Policy Owner : ***Integrity & Governance Unit***

Approver : ***Group Managing Director***

1. PURPOSE & SCOPE

Mitrajaya Holdings Berhad (MHB), together with its subsidiaries (collectively referred to as “the Group”), does not tolerate any malpractice, impropriety, statutory non-compliance or wrongdoing by staff in the course of their work. This Whistleblowing Policy (“the Policy”) is intended to provide a framework to promote responsible and secure whistleblowing without fear of adverse consequences.

Employees and third parties, such as suppliers, customers, contractors and other stakeholders, may use the procedures set out in the Policy to report any concern or complaint regarding questionable accounting or auditing matters, internal controls, disclosure matters, conflict of interest, insider trading, collusion with competitors, serious breaches of the Group policy, unsafe work practices or any other matters involving fraud, corruption and employee misconduct.

The Policy allows for reporting by employees or third parties of such matters to the Integrity & Governance Unit (IGU) Head, without fear of reprisal, discrimination or adverse consequences, and also permits the Group to address such reports by taking appropriate action, including, but not limited to, disciplining or terminating the employment and/or services of those responsible. The Policy is meant to protect genuine whistle-blowers from any unfair treatment as a result of their report. Frivolous, malicious and bogus complaints or those made in bad faith will be disregarded. The Policy is also not a route for taking up personal grievances. These should continue to be taken up directly with the relevant department heads.

This Policy shall be read together with all of the Company’s policies including but not limited to the Anti-Bribery and Anti-Corruption Policy.

2. REPORTING CHANNELS

The Group encourages employees and third parties to put their names to their allegations whenever possible. Although concerns or irregularities expressed anonymously are more difficult to act upon effectively, they will be considered, taking into account the seriousness and credibility of the issues raised, and the likelihood of confirming the allegation from reputable sources and information provided. All concerns or irregularities raised will be treated with confidence and every effort will be made to ensure that confidentiality is maintained throughout the process.

Concerns may be raised either verbally or in writing. As it is essential for the Group to have all critical information in order to be able to effectively evaluate and investigate a complaint, the report made should provide as much detail and be as specific as possible. The complaint should include details of the parties involved, dates or period of time, the type of concern, evidence substantiating the complaint (where possible), and contact details, in case further information is required.

The Receiving Officer is the IGU Head or a designated recipient who is an officer of the Company. The channels to forward reports to the Receiving Officer are as follows:

1. **Email** : whistleblow@mitrajaya.com.my
2. **Letter** : Receiving Officer @ IGU Department
No. 9, Block D, Pusat Perdagangan Puchong Prima,
Persiaran Prima Utama, Taman Puchong Prima,
47150 Puchong, Selangor Darul Ehsan
Malaysia.
3. **Telephone** : 03 – 8065 8952/ 8953

To standardise the process, whistleblowers are encouraged to make their report using the Whistleblowing Form in [Appendix I](#).

3. TYPES OF IRREGULARITIES

The whistleblower channel is for reporting irregularities such as –

- a) Fraud and/or Breach of Trust;
- b) Forgery or alteration of company documents;
- b) Violations of law, rules and regulations applicable to the Group and related to bribery and corruption, accounting, internal accounting controls and auditing matters;
- c) Intentional error or fraud in the preparation review or audit of any financial statement of the Group;
- d) Significant deficiencies in or intentional non-compliance with the Group's internal accounting controls;
- e) Bribery, corruption, cheating or malpractice;
- f) Making or receiving facilitation payment;
- g) Payment to cover up immoral or illegal activities;
- h) Conflict of interest;
- i) Collusion;
- h) Lavish gifts and entertainment;
- i) Insider trading; and
- i) Any Reportable Conduct which shall be defined to mean any one of the following:-
 - i. Misappropriation and/or misappropriation of funds, classified documents and/or assets;
 - ii. Abuse and misrepresentation of power and authority;
 - iii. Discrimination on the basis of gender, race, disabilities;
 - iv. Harassment, bullying and sexual misconduct;
 - v. Unlawful, unethical, corrupt or improper conduct – conduct that is in breach of any policy of the Group;
 - vi. Any other conduct which may cause financial or non-financial loss to the Group or damage to the Group's reputation;
 - vii. Criminal acts, including theft, the sale or use of drugs, money laundering, violence or threatened violence and criminal damage against property – detrimental actions taken in reprisal against a whistle-blower; and
 - viii. Suppression or concealment of any information relating to any of the above actions.

This list is not exhaustive.

4. SAFEGUARDS

The Group prohibits discrimination, retaliation or harassment of any kind against a whistle-blower who submits a complaint or report made in good faith as provided for by the following legislation:

- a. Section 24 of the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 which assures protection for persons reporting from civil, criminal and disciplinary proceedings for supplying and disclosing information in a report or in connection with such a report, whether at the time the report is made or afterwards, unless where the supply and disclosure of such information was done in bad faith.
- b. Whistleblower Protection Act 2010 which provides that no detrimental action shall be taken against persons making a disclosure of Improper Conduct in good faith, including:-

- i) Dismissing or threatening to dismiss the whistleblower;
- ii) Taking disciplinary action, suspending, or threatening to discipline or suspend the Whistleblower;
- iii) Subjecting the Whistleblower to any form of harassment or abuse;
- iv) Imposing any penalty, directly or indirectly, on the Whistleblower; or
- v) Discharging, demoting, suspending, threatening, harassing or in any manner discriminating against the Whistleblower;

If a whistleblower believes that he or she is being subjected to discrimination, retaliation or harassment for having made a report under this Policy, he or she should immediately report those facts to the IGU Head. Reporting should be done promptly to facilitate investigation and the taking of appropriate action.

Conversely a whistleblower may not avail him/her self to the protection afforded by the Company if:

- i. The whistleblower discloses the same information about the Improper Conduct to any other persons/organisations outside of the Company;
- ii. The whistleblower made a disclosure in bad faith or with malicious intent;
- iii. The whistleblower himself/herself was also involved in the Improper Conduct*;
- iv. The disclosure was made solely for the purpose of avoiding dismissal or other disciplinary action; or
- v. The whistleblower commits an offence under the Whistleblower Act 2010 e.g., making a disclosure knowing or believing that there are material statements made that are false or untrue.

An employee whistleblower who has participated in the Improper Conduct who comes forward may be subjected to disciplinary action if proven guilty. However, the Receiving Officer reserves the discretionary right to grant amnesty or consider leniency for the said employee whistleblower.

5. HANDLING OF COMPLAINTS

Upon receipt of a complaint the Receiving Officer will within 10 calendar days, contact the Whistleblower to acknowledge that the report has been received and indicate how the report will be dealt. Complaints raised to other parties within the Group will be directed to the Receiving Officer, who is responsible for maintaining a centralized repository of all reported cases and ensuring that issues raised are properly resolved. The Receiving Officer, with advice from the Board nominee for Governance, may direct the complaint to the division/department best placed to address it, or lead the investigation to ensure prompt and appropriate investigation and resolution. At the appropriate time, the party making the report/complaint may need to come forward as a witness.

Upon the completion of the whistleblowing process and procedures, the Whistle-blower will be accorded the privilege to be notified on the outcome of the disclosure. If an employee or outside party makes an allegation in good faith but it is not confirmed by the investigation, no action will be taken against him or her. If, however, an employee has made an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against him or her in accordance with the Company's Policy/Employee Handbook. Likewise, if investigations reveal that the outside party making the complaint had done so maliciously or for personal gain, appropriate action may be taken, including reporting the matter to the relevant authorities.

All information disclosed during the course of investigation will remain confidential, except as necessary or appropriate to conduct the investigation and to take any remedial action, in accordance with any applicable laws and regulations.

For the benefit of all Employees, the Receiving Officer may also provide regular updates via internal communication channels of general statistics related to the Whistleblowing channel such as the number of reports received, and the number of active vs closed cases.

The Group reserves the right to refer any concerns or complaints suspected of being criminal in nature to the Police, MACC or other appropriate external regulatory authorities. Depending on the nature of the complaint, the subject of the complaint may be informed of the allegations against him or her and be provided with an opportunity to reply to such allegations. Employees' who fail to cooperate in an investigation, or deliberately provide false information during an investigation, shall be subject to strict disciplinary action up to, and including, immediate dismissal in accordance with the Company's Policy/Employee Handbook.

If, at the conclusion of an investigation, the Group determines that a violation has occurred or the allegations are substantiated, effective remedial action commensurate with the severity of the offence will be taken.

6. REVIEW

This policy will be reviewed annually by IGU, to ensure that it remains relevant and effective.

The Group may modify this Policy to maintain compliance with applicable laws and regulations or accommodate organizational changes within the Group.

[the remainder of this page has been intentionally left blank]

WHISTLEBLOWING FORM

Instructions:

1. In filling this form, provide the necessary details and evidence to corroborate the report to the best of your knowledge/capabilities.
2. Note that you may be called upon to assist in an investigation, if needed.
3. Submit this completed form via the reporting channel (*Section 2 of the Whistleblowing Policy*) you are most comfortable with.

A. DETAILS OF WHISTLEBLOWER / INFORMANT		
--	--	--

NAME:	POSITION:	ORGANISATION (<i>IF OUTSIDE OF THE COMPANY</i>) DEPARTMENT / DIVISION:
-------	-----------	---

BEST METHOD OF REACHING YOU (TEL / EMAIL / WHATSAPP ETC):

BEST TIME TO REACH YOU:

B. DETAILS OF SUSPECTED PERSON(S)		
--	--	--

NAME(S):	POSITION:	ORGANISATION (<i>IF OUTSIDE OF THE COMPANY</i>) /DEPARTMENT / DIVISION:
----------	-----------	--

RELATIONSHIP TO THE WHISTLEBLOWER / INFORMANT:
--

CONTACT NUMBER / EMAIL ADDRESS:

C. DETAILS OF COMPLAINT	
--------------------------------	--

Please describe the serious misconduct/ improper activity ("the incident") and how/what you know about it. Specify what, who, when, where, and how. If there is more than one allegation, number each allegation, use and attach as many extra pages as necessary.	
--	--

NATURE OF THE INCIDENT (e.g. fraud, corruption, conflict of interest, etc.)	
--	--

DATE, TIME & PLACE OF THE INCIDENT:	
-------------------------------------	--

WHISTLEBLOWING FORM

HOW DID YOU BECOME AWARE OF THE INCIDENT:	
DETAILS OF THE INCIDENT:	
D. WITNESSES (IF ANY)	
WITNESS #1	NAME: POSITION: DEPARTMENT: EMAIL: CONTACT NO:

WHISTLEBLOWING FORM

WITNESS #2	NAME: POSITION: DEPARTMENT: EMAIL: CONTACT NO:
E. DECLARATION	
DECLARATION:	<ol style="list-style-type: none">1. I hereby declare that all information provided in this Form is true, accurate and complete to the best of my knowledge, information and belief.2. I fully understand that by signing this Form, I will be entitled to whistleblower protection as set out in the Company's Whistleblowing Policy.3. I fully understand that in the event that I have made this Whistleblower Complaint with malicious intent or in bad faith, the whistleblower protection as contained in the Company's Whistleblowing Policy will no longer be applicable to me, and I may be subject to disciplinary proceedings by the Company.4. I hereby agree that the information provided herein be used and processed for investigation purposes and further agree that the information provided herein be forwarded to another department/authority/enforcement agency for purposes of investigation.
SIGNATURE:	
DATE:	

For IGU Use

File Reference No : _____

Received by : _____

Date : _____