



## **GLOMAC BERHAD**

[Registration No. 198301015139 (110532-M)]  
(Incorporated in Malaysia)

# **WHISTLE BLOWING POLICY AND PROCEDURES**

## **Policy Statement**

Glomac Berhad (“Glomac” or “the Company”) is committed to achieving and maintaining high standards with regards to behavior at work which forms part of the Glomac’s Code of Ethics to provide an avenue for employees to report any breach or suspected breach of any law or regulation, including business principles and the Company’s policies and guidelines in a safe and confidential manner.

In order to achieve the standards set in the Code of Ethics, all employees and stakeholders (i.e. shareholders/suppliers/customers) are encouraged to report genuine concerns about unethical behavior, malpractices, illegal acts or failure to comply with regulatory requirements without fear of reprisal should they act in good faith when reporting such concerns.

Glomac views any harassments or retaliations in any form or manner against genuine whistle blower seriously and will treat such action as gross misconduct, which if proven, may lead to dismissal.

The policy and procedures are applicable to all companies within the Glomac Group.

## **Whistle Blowing**

The policies and procedures are developed to encourage employees and/or members of the public to report on suspected fraud, misconduct behavior and/or violations of the Company’s Code of Conduct as well as any other directives or policies issued by the Company from time to time, concerning the following:-

- Improprieties in matters of financial reporting;
- Fraud;
- Corruption, bribery & blackmail;
- Criminal offences;
- Unethical behavior, malpractices, illegal acts or failure to comply with regulatory requirement;
- Miscarriage of justice;
- Sexual harassment;
- Endangerment of individual’s health and safety; and



- Concealment of any or a combination of the above that is taking place / has taken place / may take place in the future.
- Any other acts deemed to be detrimental to other employees or the Company.

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. The Company will ensure no one will be at risk of suffering some form of reprisal as a result of raising a concern if the individual is mistaken. Any deliberate abuse of this whistle Blowing Policy through the raising of concerns falsely and maliciously could result in disciplinary action.



## Grievance Procedures

If any employee believes reasonably and in good faith that malpractice exists in the work place, the employee should report this immediately to the immediate superior. However, if for any reason, it is believed that this is not possible or appropriate, then the concern should be reported to the Head of Human Resource as follows:-

Contact Person : Ahmad Syukri Ab Rahman  
Email : [syukri@glomac.com.my](mailto:syukri@glomac.com.my)  
Telephone No : +603 7723 9000  
Mail : To mark "*Strictly Confidential*"  
Level 5, Menara Glomac, Glomac Damansara  
Jalan Damansara, 60000 Kuala Lumpur  
Wilayah Persekutuan  
Attention: Encik Ahmad Syukri Ab Rahman

In the case where reporting to management is a concern, then the report should be made to the Chairman, Nomination Committee & Remuneration and Employees' Share Scheme Committee as follows:-

Attention to : YBhg. Datuk Mohd Adzahar Abdul Wahid  
Telephone No : +603 7723 9000  
Mail : To mark "*Strictly Confidential*"  
Level 15, Menara Glomac, Glomac Damansara  
Jalan Damansara, 60000 Kuala Lumpur  
Wilayah Persekutuan



## **Action**

All reports will be investigated promptly by the person receiving the report. If required, he/she can obtain assistance from other departments/resources within the Group. The progress of investigation will be reported to the Audit Committee at the next scheduled meeting.

Reports received anonymously will be treated as confidential and employees' identities will not be disclosed without prior consent.

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.

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.

Where possible necessary, steps will also be implemented to prevent the occurrence of similar situations in future.