

<b>WHISTLEBLOWING POLICY AND PROCEDURES</b>	Ref No	SOP/WBPP/21/0
	Rev No	0
	Date	Sep 2021

# WHISTLEBLOWING POLICY AND PROCEDURES

<b>PREPARED BY:</b> BRIANY GOH CORPORATE AFFAIRS MANAGER	<b>REVIEWED BY:</b> DAVID LAI & TAN ADVOCATES & SOLICITORS	<b>APPROVED BY:</b> BOARD OF DIRECTORS
--	--	---

*The copyright of this document is vested in MOG Group of Companies. It must not be circulated, transmitted and reproduced, in whole or in part, or disclosed to third parties, without prior consent from MOG Management.*

**CONTENTS**

- 1. INTRODUCTION & PURPOSE ..... 3**
- 2. REPORTING PROCEDURES ..... 3**
  - 2.1 WHO CAN DISCLOSE ..... 3**
  - 2.2 WHAT TO DISCLOSE ..... 3**
  - 2.3 WHEN TO DISCLOSE ..... 4**
  - 2.4 HOW TO MAKE A REPORT ..... 5**
- 3. ANONYMOUS REPORT ..... 6**
- 4. INVESTIGATION ..... 6**
- 5. PROTECTION UNDER THIS POLICY ..... 7**
- 6. CONFIDENTIALITY ..... 8**
- 7. REVIEW OF THE POLICY ..... 8**

## **1. INTRODUCTION & PURPOSE**

We, MOG GROUP OF COMPANIES and our subsidiaries (collectively referred to as “MOG”, “Group”, “we”, “us” or “our”) are committed to conduct our business with integrity, trustworthiness and accountability.

For this purpose, the Company has developed procedures or mechanisms to facilitate:-

- a. reports by Whistleblowers of any suspected or actual Wrongdoings on a confidential basis;
- b. investigation of such reports by the Prescribed Officer; and
- c. protection against reprisal to Whistleblower who reported in good faith.

This Policy does not replace or affect the Company’s Code of Conduct or other policies and procedures established or to be established by the Company from time to time.

## **2. REPORTING PROCEDURES**

### **2.1 WHO CAN DISCLOSE**

Any of the following persons (“Whistleblower”) can make a report to the Company of any suspected or actual Wrongdoing committed:

- the Group’s employees, including employees on contract, temporary or short-term employees and employees on secondment;
- the Group’s third-party service providers, independent contractors, vendors and suppliers; and
- members of the public.

### **2.2 WHAT TO DISCLOSE**

A report can be made if it relates to any conduct which if proved, constitutes a disciplinary offence or a criminal offence by any employee or director within any Group company (“Wrongdoing”). Wrongdoing includes, but is not limited to: -

- taking or giving favours, kickbacks, bribes and privileges
- corruption or fraud
- misappropriation of funds
- misuse of funds or assets
- theft or embezzlement
- gross mismanagement
- abuse of power by any director or officer of any Group Company
- serious financial irregularity or impropriety
- serious breach of Company’s Code of Conduct

- act, omission, misrepresentation or concealment of information which lead to, cause or create a substantial or specific danger to the lives, health, or safety of the Group's employees, the public or the environment;
- failure to comply with provisions of laws, regulations and directives where the wrongdoer knowingly or intentionally disregards compliance with such provisions;
- disciplinary offence or criminal offence
  - knowingly directing or advising a person to commit any of the above Wrongdoing.

Wrongdoing excludes matters which are :-

- trivial or frivolous in nature; and
- motivated by malice.

If an employee is unsure whether a particular act or omission constitutes a Wrongdoing under this Policy, that employee is encouraged to seek advice or guidance from his or her immediate superior or head of department or supervising director.

### **2.3 WHEN TO DISCLOSE**

As soon as a Whistleblower becomes aware and reasonably believes in good faith that a Wrongdoing is likely to happen, is being committed or has been committed, the Whistleblower is encouraged to make a report of the Wrongdoing.

The Whistleblower needs to demonstrate that the Whistleblower has reasonable grounds for the concerns. However, the Whistleblower is not expected to first obtain substantial evidence of proof beyond reasonable doubt when making a disclosure. If the Whistleblower knows as a matter of fact that there are reasonable grounds of suspicion that a Wrongdoing is going to take place, such genuine concerns is encouraged to be raised at an early stage.

## 2.4 HOW TO MAKE A REPORT

A disclosure of a Wrongdoing can be made to the following persons as set out below:-

### (i) Via Email:

Position	Name	Email
Independent Non-executive Directors	Mr Ng Chee Hoong	cheehoong.ng@ir.mog.com.my
Chairman	Dato Ng Kwang Hua	frankie.ng@mog.com.my
Corporate Affairs Manager	Ms Briany Goh	briany.goh@mog.com.my

### ii) Via letter

Addressed to the abovenamed persons and delivered to the Registered Office of the Company at *No.1-2, 2nd Floor, Jalan Kajang Indah 1, Taman Kajang Indah, Sg.Chua, 43000 Kajang, Selangor, Malaysia.*

If the Wrongdoing involves the Chairman, the Whistleblower is to report the matter in writing to any other director of MOG Group of Companies.

In order for the Company to investigate the Wrongdoing reported, the Whistleblower is to provide the following particulars in the report: -

- particulars of Whistleblower i.e. name, NRIC No., designation (if the Whistleblower is an employee of any Group Company) and contact particulars (email, telephone or mobile number and/or address);
- details and description of the Wrongdoing, including, its nature, the date, time, and place of its occurrence and the identity of the alleged person(s) involved. A disclosure may be made even if Whistleblower is not able to identify the identity of the person(s) involved;
- particulars of witnesses, if any; and
- particulars or production of documentary evidence, if any.

The personal details provided by the Whistleblower will be kept confidential. The Whistleblower may be asked to provide further clarification and information from time to time, during the course of investigation.

### 3. ANONYMOUS REPORT

Our Group respects that sometimes Whistleblower may wish to file the report in confidence. However, an anonymous allegation will be much more difficult for the Group to follow up simply because the Group will not be able to obtain further information from Whistleblower and make a proper assessment.

The Group generally does not encourage anonymous reporting and encourage Whistleblower to come forward with their concerns.

### 4. INVESTIGATION

- a. The Prescribed Officer who receives the report will assess the report to determine whether it is related to a Wrongdoing or excluded from the scope of this Policy and shall make general recommendations to the Chairman. The Chairman may designate any person, from the Group or external party, to conduct any investigation or to carry out any other process pursuant to this Policy (for instance, any meeting or an internal audit).
- b. The Chairman has the authority to make the final decisions including, but not limited to, any of the following:
  - rejection of the report;
  - directing the concerns or any part thereof for consideration under other internal procedures or disciplinary procedures, if appropriate and applicable;
  - resolution without recourse to an investigation;
  - directing investigations on the report and any persons involved or implicated;
  - suspending the alleged wrongdoer or any other implicated person from work to facilitate any fact finding or to avoid any employee's exposure to threat or harm;
  - obtaining any other assistance (for instance, external auditors or legal advice); and
  - referral to the police or any other appropriate enforcement authority.
- c. If the Wrongdoing involves the Chairman, the report shall be made to another director of MOG Group of Companies who shall refer this to the Board of Directors. The Board of Directors shall then authorise a MOG director to be responsible for the investigation and recommendation to the Board of Directors. The Board of Directors shall have the authority to make the final decisions regarding the disclosure of Wrongdoing.
- d. It is intended that the disclosures by the Whistleblower will be acted upon in a timely manner.
- e. The Whistleblower and the alleged wrongdoer are expected to give their full cooperation in any investigation or any other process carried out pursuant to this Policy. They may be asked to attend a meeting to discuss the allegations and must take all reasonable steps to attend the meeting. The alleged wrongdoer will be given an opportunity to answer the allegations at the meeting.

- f. The Whistleblower will be informed of the result of any investigation or action or decision taken by the Company as soon as practicable.
- g. If the Whistleblower is implicated or discovered to be or have been involved in any wrongdoing, the Whistleblower may also be investigated so as to complete the fact-finding process. An investigation in this instance is not and shall not be treated as a reprisal against the Whistleblower, but to facilitate decision making.

## 5. PROTECTION UNDER THIS POLICY

- a. Upon making a disclosure in good faith, based on reasonable grounds and in accordance with the procedure pursuant to this Policy:

- (i) the Whistleblower shall be protected from Detrimental Action within the Group as a direct consequence of the Whistleblower's disclosure.

**“Detrimental Action”** means: -

- action causing injury, loss or damage;
- intimidation or harassment;
- interference with the lawful employment or livelihood of any person, including discrimination, discharge, demotion, suspension, disadvantage, termination or adverse treatment in relation to a person's employment, career, profession, trade or business or the taking of disciplinary action; and
- a threat to take any of the above actions.

- (ii) the Whistleblower's identity shall be protected, i.e. kept confidential unless otherwise required by law or for the purpose of any proceedings by or against any Group Company.

- b. If Whistleblower (being an employee), in good faith, reasonably believes he/she is being subjected to Detrimental Action from any person within the Group as a direct consequence of having made a disclosure under this Policy, he/she may consult the Prescribed Officer in confidence. The Company does not permit Detrimental Action of any kind against the Whistleblower for complaints submitted hereunder that are made in good faith. Any such Detrimental Action shall in itself be considered a serious breach of this Policy. A Detrimental Action by any person against the Whistleblower may result in disciplinary action against that person, including issuance of formal warning or reprimand, suspension or termination of employment or service with the Group.

- c. The Company reserves the right to revoke the Whistleblower protection accorded under this Policy if the Whistleblower has, or is found to have:

- participated in the Wrongdoing; and
- made a disclosure not in accordance with the requirements of this Policy (for instance, false, dishonest, mischievous or malicious complaints).

The Company shall give written notice to the Whistleblower of the revocation of protection. In addition, the Company reserves the right to take such legal or other actions or disciplinary measures against the Whistleblower (if the Whistleblower is an employee), including issuance of formal warning or reprimand, suspension or termination of employment or services with the Group.

## 6. CONFIDENTIALITY

- a. Reasonable steps will be taken to maintain the confidentiality of the Whistleblower and report made by the Whistleblower, unless:-
  - the Whistleblower expressly agrees otherwise, and provides his agreement in writing; or
  - otherwise required by law.
- b. The Whistleblower or any person who is involved in the investigation process, shall not disseminate to third parties' information regarding the Wrongdoing or any part thereof, including the status or outcome of an investigation into it , except:
  - to those who are authorised under this Policy;
  - by lodging a report with an enforcement agency in accordance with the Whistleblower Protection Act 2010 or any other prevailing law;
  - if required by law; and
  - on a strictly confidential basis to a professionally qualified lawyer for the purpose of obtaining legal advice.
- c. The Whistleblower shall not:
  - contact the suspected individual to determine facts or demand restitution; and,
  - discuss the case, facts, suspicions, or allegations with anyone except to assist in the investigations.

## 7. REVIEW OF THE POLICY

This Policy may be reviewed and amended, at the Board of Director's discretion from time to time, as and when necessary, to ensure its relevance and effectiveness in keeping with the Group's changing business environment, administrative or operational needs as well as changes to legislations.

***- The remaining of this page is intentionally left blank -***

***-该页面的其余部分有意留为空白-***