

Whistleblower Procedure

P-CG-003-V1.0

Whistleblower Procedure

1.0 PURPOSE

The objective of this procedure is to provide a channel for any persons including employee, workers and suppliers, to report any case of non-compliance to the Guan Chong Berhad (GCB) Code of Conduct or any GCB policies with full confidentiality granted.

2.0 SCOPE

This procedure covers all clauses in the GCB Code of Conduct and other GCB policies. Any persons, including employee, workers and suppliers, is allow to report any case of non-compliance of the Code of Conduct and other GCB policies to the Whistleblower Committee.

3.0 PROCEDURE

3.1 Whistleblower Committee is formed by GCB directors and independent directors to minimize conflict of interests. An email address (whistleblower@favorich.com) has been set up and is only accessible to Whistleblower Committee aforementioned.

3.2 Methods to notify Whistleblower Committee in cases of any concern of non-compliance to Code of Conduct:

- Email to: whistleblower@favorich.com
- Write a letter to:

Whistleblower Committee

PLO273, Jalan Timah 2, Pasir Gudang Industrial Estate,

81700, Pasir Gudang, Johor, Malaysia.

3.2 Upon receipt of whistleblower report, the Whistleblower Committee shall assign appropriate EXCO members and/or senior managers to form the Investigation Unit to investigate the case within a week.

- 3.3** Members of the Investigation Unit shall be completely independent from the case, the whistleblower and the relevant individuals. Great care shall be taken during the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.
- 3.4** Members of the Investigation Unit will have:
- Free and unrestricted access to all of the Company's records and premises, whether owned or rented; and
 - The authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.
- 3.5** Whistleblower shall not attempt to personally conduct investigations, interviews and interrogations related to any suspected non-compliance.
- 3.6** All inquiries concerning the activity under investigation from the suspected individual should be directed to the Investigation Unit.
- 3.7** The whistleblower committee shall not contact the suspected individual in an effort to determine facts or demand restitution, or discuss the case, facts, suspicions or allegations with anyone unless specifically asked to do so by the Investigation Unit.
- 3.8** Upon the completion of the investigation, the Investigation Unit will issue reports of its findings and suggested action plan to the Whistleblower Committee. The suggested action plan will be reviewed by the Whistleblower Committee before being carried out. Any records will be confidential and kept by the Whistleblower Committee.
- 3.9** The Investigation Unit shall treat all information in relation to the investigation confidentially. This is important in order to avoid damaging the

reputation of persons suspected but subsequently found innocent of wrongful conduct and to protect the Company from potential civil liability.

- 3.10** The identity of the whistleblower shall be kept confidential. GCB prohibits any form of retaliation against whistleblowers.

Appendix 1: Whistleblower Committee List

Whistleblower Committee list:

- Ms Ang Nyee Nyee
- Mr Alex Tan
- Mr Alan Tay
- Ms Elsa Tay