



Whistle-Blowing Policy

1. Policy Statement

- 1.1 Rhong Khen International Berhad (formerly known as Latitude Tree Holdings Berhad) (“the Company”) and its subsidiaries (“the Group”) are committed to the highest standard of integrity openness and accountability in the conduct of its businesses and operations. The Group aspire to conduct their affairs in an ethical, responsible and transparent manner.
- 1.2 In recognizing the abovementioned values, the Company provides avenues for all employees of the Group and members of the public to disclose any improper conduct within the Group.

2. Objective of the Policy

- 2.1 The purpose of the policy is to provide an avenue for all employees of the Group and members of the public to disclose any improper conduct in accordance with the procedures as provided for under this policy and to provide protection for employees and members of the public who report such allegations.

3. Coverage of Policy

- 3.1 The policy covers the following matters of concern:
 - (a) questionable financial reporting and accounting practices;
 - (b) criminal offences, unlawful acts, fraud, corruption, bribery, abuse of power, conflict of interest, thief or embezzlement and blackmail;
 - (c) failure to comply with legal or regulatory obligations;
 - (d) unsafe work practices, misuse of Company’s property or substantial wasting of Company resources; and
 - (e) concealing any of the above.

4. Safeguards of Whistle Blowers

- 4.1 The Company is committed to the following safeguards:
 - (a) protect and respect the rights of any employee who raises matters of concern under this policy in good faith;
 - (b) will not tolerate any reprisals, discrimination, harassment, intimidation or victimization of anyone raising a genuine concern or that person’s colleagues or relatives;
 - (c) will take reasonable steps so that any employee making a disclosure will retain their anonymity unless they agree otherwise; and
 - (d) will ensure no one will be at risk of suffering some form of retribution as a result of raising a concern even if they are genuinely mistaken.
- 4.2 It must be clear that for an anonymous report to be investigated, it must contain sufficient evidence to form a reasonable basis for investigation. It must also be



RHONG KHEN INTERNATIONAL BERHAD
(Formerly known as Latitude Tree Holdings Berhad)

appreciated that following a successful investigation, a statement by the person reporting the concern may be requested to enable appropriate action to be taken to address that concern. It must also be clear that the above safeguards are not extended to anyone who maliciously raises a matter they know are totally untrue.

5. Reporting Procedure

5.1 Matters of concern may be made orally or in writing as soon as possible. People who raise the concern are to note the following procedures:

- (a) Information to be provided are:
 - The specific concern;
 - The reason(s) for the concern;
 - The background and history of the concern with relevant dates;
 - Is the concern previously raised with anyone else before, and if so, with whom; and
 - Why the concern persists.

- (b) The persons to contact (in the following order) are:
 - Chairman, Audit Committee;
 - Member of Audit Committee; or
 - Any Independent Director.

- (c) Channel for receiving concerns:
 - A letter box is placed at each company's main entrance (i.e. at the side of the reception counter).
 - Any staff can drop any correspondences or reports into the letter box.
 - Any contents in the letter box will be collected on a weekly basis by the following personnel:
 - ✓ Ms Lim Lay Choo (Head of Account and Finance) for Latitude Tree Vietnam Joint Stock Company;
 - ✓ Ms Lu Fong Chui (Head of Account and Finance) for RK Resources Co., Ltd;
 - ✓ Mr Fong Toh Wai (Group Financial Controller) for Rhong Khen International Berhad (formerly known as Latitude Tree Holdings Berhad) and Latitude Tree Furniture Sdn Bhd; and
 - ✓ Ms Wassana Dangsawat (Head of Account and Finance) for Grob Holz Co. Ltd;
 - ✓ Ms Khiu Ti Kim (Head of Account and Finance) for Rhong Khen Timbers Sdn Bhd; and
 - ✓ Ms Tan Bee Choo (Head of Account and Finance) for Rhong Khen Industries Sdn Bhd.



RHONG KHEN INTERNATIONAL BERHAD
(Formerly known as Latitude Tree Holdings Berhad)

- (d) All correspondences collected will be forwarded to Group Finance Director or Managing Director at Head Office for verification and discussion by Risk Management Committee.
- (e) Any applicable or important issues/matters with complete basic information will be reported to the Audit Committee.

6. Investigation Process

- (a) Employees who have raised concerns will be informed within 14 days on:
 - The person appointed to handle the matter;
 - How to make contact with that person;
 - Any further assistance required from the Whistle Blower;
 - Whether further investigation will take place and if not, why not; and
 - How the Company proposes to deal with the matter to be investigated.
- (b) The extent of contact between the contact person and the Whistle Blower will depend on the nature of the matter raised, the difficulties involved and the clarity of information provided.
- (c) If necessary, the Company will seek further information from the Whistle Blower.
- (d) Where any meeting is arranged including off-site if the Whistle Blower so wishes, the Whistle Blower can be accompanied by a union or professional representative or a friend.
- (e) There should be an attempt to resolve the matter within 28 days of the report of concern.
- (f) Identity of the Whistle Blower shall not be disclosed without prior consent. If identity has to be revealed (e.g. in court), the Company will enter into dialogue with the Whistle Blower to determine whether and how to proceed.
- (g) At the end of the investigation, a report of the findings will be presented to the Board of Directors who will then determine the action to be taken.
- (h) Once the matter has been concluded, a report will be made to the Whistle Blower. The report will explain the findings and actions taken as comprehensively as possible but within commercial, legal and confidential constraints

This revised Policy was approved by the Board on 30 August 2022