

# Whistle Blowing Policy

## Whistle Blowing

Whistle Blowing is a specific means by which a worker or stakeholder can report or complain through established channels, concerns about unethical behavior, malpractices, illegal acts or failure to comply with regulatory requirements that is taking place/has taken place/may take place in the future.

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 factual and substantially true, and the report is not made for personal gain. Malicious and false allegations will be viewed seriously and treated as a gross misconduct and if proven may lead to dismissal.

## Objective

The whistle blowing policy is to provide employees or stakeholders (shareholders, customers & suppliers) of Censof an avenue to raise genuine concerns and to promote the highest possible standards of ethical and responsible business conduct. The objective of having the policy is also to deter serious malpractice and to avoid crisis management, thereby promoting the best practice of corporate governance at workplace.

As an employee or stakeholder of Censof, you are encouraged to disclose any information or raise a genuine concern about serious breaches the Code of Conduct. Such breaches of code or violation of law include but not limited to fraud, corruption, malpractice financial irregularities, dishonesty, criminal activities and personal misconduct.

Any report should be based on good faith with a reasonable belief that the information and any allegation in it are factual and substantially true.

## Types of Wrongdoing

Parties can report a Whistle blowing complaint if they are aware of any Wrongdoing, including, but not limited to the following:

1. Fraud
2. Misappropriation of assets
3. Sexual harassment
4. Criminal breach of trust
5. Illicit and corrupt practices
6. Questionable or improper accounting
7. Misuse of confidential information
8. Acts or omission which are deemed to be against the interest of the Company, laws, regulations or public policies
9. Breach of Group Policies and COBC; or
10. The deliberate concealment of any of the above matter of other acts of wrong doing

## Reporting

You may raise the matter either in writing or orally to your direct superior or manager. However, if for any reason, it is believed that this is not possible or appropriate, you should report to a higher chain of authority in which then the report should be made to the Group Managing Director – Datuk Samsul Bin Husin or Chairperson of Audit Committee – Tuan Haji Abdul Gani Bin Haron.

If you report a possible breach of the code of conduct, you have the right to remain anonymous and confidentiality will be maintained. Every effort will be made to protect the whistle-blower or complainant's identity, subject to relevant legal constraints. However, it is usually easier to conduct a full a fair investigation of your concerns if you could identify yourself and disclose as much information as possible within your knowledge.

## Action

All reports will be investigated promptly. If required, further assistance from other resources within the Group will be sought. The progress of investigation will be reported to the Audit Committee.

Upon completion of investigation, appropriate course of action will be recommended to the Audit Committee and Board of Directors for their deliberation. Decision taken by the

Committee will be implemented immediately. Where possible, steps will also implemented to prevent similar situation arising. You will be informed of the investigation from time to time and be advised in writing of the outcome of the investigation.

### **Acting in Good Faith**

Censof expects all parties to act in good faith and have reasonable grounds when reporting a Whistle blowing complaint. If allegations are proven to be malicious, parties responsible may be subject to appropriate action, up to and including legal action, where applicable.