



ComfortRubberGloves
COMFORT GLOVES BERHAD
Registration No. 193701000006 (852-D)
(Incorporated in Malaysia)

WHISTLEBLOWING POLICY

Policy Statement

Comfort Gloves Berhad (“**CGB**”) is committed to the highest standard of integrity and maintaining high standard of accountability in the conduct of its businesses and operations. It aspires to conduct its affairs in an ethical, responsible and transparent manner.

Recognizing the abovementioned values, CGB provides avenue for all employees of CGB and members of the public to disclose any improper conduct within CGB.

This Policy applies to all Employees.

This Policy covers all reports made against any Employee that has committed an Improper Conduct.

Objective of the Policy

The purpose of this Policy is to provide a formal, confidential channel to enable Employees to report in good faith, serious concerns of any Improper Conduct and/or wrongdoing that could adversely impact CGB or its subsidiaries, its Employees, shareholders, investors, or the public at large without fear of reprisal.

Whistle Blowing

- 1) Whistle blowing specifically means a worker or stakeholder can report or disclose through established channels, concerns about unethical behaviour, malpractices, illegal acts or failure to comply with regulatory requirements that is taking place/has taken place/may take place in the future.
- 2) 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 allegations in it are 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.



ComfortRubberGloves
COMFORT GLOVES BERHAD
Registration No. 193701000006 (852-D)
(Incorporated in Malaysia)

WHISTLEBLOWING POLICY

Scope of the Policy

Parties can make a whistleblowing complaint if they are aware of any wrongdoing, including but not limited to:

- Commission of fraud and/or corruption
- theft
- misappropriation of assets
- illicit and corrupt practices
- criminal breach of trust
- bribery
- unethical behavior or improper conduct
- acts or omission endangering individual's health or safety
- sexual harassment
- non-compliance with the laws, regulations, regulatory requirements etc. or any acts or omissions against the Company's interests
- disclosure of company's information without proper authorization
- abuse of position
- questionable and improper accounting
- breach of Companies' policies
- deliberate concealment of any of the above matters or other acts of wrongdoing
- profiteering as a result of insider knowledge
- misrepresentation or false statements to the staff or officer of the Company

Reporting Procedure

- 1) Any concerns should be raised to immediate superior or head of department. If for any reason, it is inappropriate or impossible to do so, then the concerns should be reported directly to Managing Director as follows:

| | |
|------------|--|
| Name: | Lau Joo Yong |
| E-mail: | jooyong@comfort-rubber.com.my |
| Telephone: | +605-847 2777 (Ext: 1094) |
| Mail: | Comfort Gloves Berhad Lot 821, Jalan Matang, 34750 Matang. |

Attention: Mr Lau Joo Yong
Managing Director

Marked **Strictly Confidential**



ComfortRubberGloves
COMFORT GLOVES BERHAD
Registration No. 193701000006 (852-D)
(Incorporated in Malaysia)

WHISTLEBLOWING POLICY

- 2) In case where reporting to the Management is a concern, then, the concerns should be reported directly to the Chairman of the Audit Committee as follows:

Name: Chu Nyet Kim
E-mail: whistleblowing@comfort-rubber.com.my
Telephone: +605-847 2777
Mail: Comfort Gloves Berhad
Lot.821, Jalan Matang,
34750 Matang.

Attention: Madam Connie Chu Nyet Kim

*Marked **Strictly Confidential***

Content of Disclosure

All disclosure made herein should contain the following information:

- 1) Details of the person(s) involved;
- 2) Details of the allegation;
- 3) Nature of the allegation;
- 4) Location and date / time the alleged misconduct took place;
- 5) Any supporting evidence (if available); and
- 6) Other relevant information.

Actions

- 1) Upon receipt of the concern, the Group MD or the Chairman of the Audit Committee shall set up an investigation team to conduct investigation on the issue/concern raised and will be investigated promptly by the person receiving the report.

If required, he can obtain assistance from other resources within COMFORT (eg legal or HR departments). The progress of investigation will be reported to the Group MD or the Audit Committee no later than the next scheduled meeting.

- 2) Reports received anonymously will be treated with confidentiality.



ComfortRubberGloves
COMFORT GLOVES BERHAD
Registration No. 193701000006 (852-D)
(Incorporated in Malaysia)

WHISTLEBLOWING POLICY

- 3) 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.
- 4) Upon completion of investigation, appropriate course of action will be recommended to the Audit Committee for their deliberation. The Audit Committee or the Managing Director shall then report to the Board of Directors on reports and findings that require their attention and approval. Decision taken by the Audit Committee will be implemented immediately.
- 5) Where possible, steps will also be implemented to prevent similar situation arising.

Confidentiality

The identity of the whistle blower and all concerns raised would be treated as private and confidential in order to protect the whistleblower from victimisation or harassment arising from the reporting. However, the whistleblower may be required to come forward as a witness in accordance with any applicable law and regulations.

Notification

Upon the completion of the whistleblowing process and procedures, the whistleblower will be accorded the privilege to be notified on the outcome of the disclosure.