

# COMPLETE LOGISTIC SERVICES BERHAD

Registration No. 19900104551 (206220-U)

## WHISTLE BLOWING POLICY

### 1. Policy Statement

Complete Logistic Services Berhad (CLSB) strives to maintain, improve, promote, and protect the high standards of social governance within the Group. Our Board of Directors ensures that all employees and vendors recognize that the Group maintains a serious stance towards any wrongdoing, disregard of their position, authority, and connection of which they hold and have at their disposal.

This **Whistle Blowing Policy (WBP)** has been established to assist all employees and vendors to raise their concerns without fear of retaliation and being victimized. For any concerns raised, critical evidence such as photos, time, date and person involved needed to be given, to be further investigated.

### 2. Responsibility / Scope

The WBP applies to all employees and vendors who has become aware or have witnessed any vendors or employee of the Group that has engaged or is preparing to engage in any Improper Conduct.

### 3. Improper Conduct

- a. Fraud / Illicit corrupt practices
- b. Misappropriation of Assets / Breach of trust
- c. Sexual Harassment of Male and Female
- d. Misuse of confidential information
- e. Breach of Group policy and code of conduct
- f. Actions that cause harm to one or another
- g. Forgery of any information (Company, Individual or Customers)
- h. Profiteering of any substances (Cash, Gifts or Favors)

### 4. Raising / Reporting on an Incident

An individual can make a report in writing (Letter or Email) towards the Independent Non-Executive Director for review. To report any incident is as follows:

Name	Mr. Yeoh Chin Hoe
E-mail	yeohhoe@gmail.com
Mail	No 64, Jalan Bayu Laut 4/KS09, Kota Bayuemas, 41200 Klang, Selangor Darul Ehsan. (Attention: Mr. Yeoh Chin Hoe)

For any concerns raised, critical evidence such as photos, time, date, and person involved needed to be given, to be further investigated.

## **5. Protection**

The whistleblower will remain anonymous to his or her employees and vendors. Nevertheless, the Group reserves its right to investigate on the anonymous individual for their reports of such allegations of one another.

## **6. Notifications**

Once the investigation has concluded, the individual who reported the matter will be notified on the findings, as well as action to be taken to the individual if found guilty.

## **7. Record Keeping**

Relevant information and records are to be properly kept and maintained for a reasonable period of time in accordance with prevailing laws and regulations.