



1. PURPOSE

The Whistleblowing Policy is intended to directly support the Company's Core Values, Code of Ethics, Governance requirement and Section 17A of MACC Act 2009 (amended 2018). **Hextar Global Berhad (“the Company”)** places high value on the level of trust and integrity expected of its employees within its Group of Companies ('Group'). It is also intended to enable and encourage employees and others to raise concerns within the Company prior to seeking resolution outside the Company.

In line with this, **Hextar Global Berhad and its Group of Companies (the “Group”)** has adopted a Whistleblowing Policy that outlines the Group's commitment to ensure that employees and other stakeholders are able to raise concerns regarding any malpractice or illegal conduct at the earliest opportunity without being subject to victimization, harassment or discriminatory treatment, and to have such concerns properly investigated. This policy sets out the mechanism and framework by which employees, consultants, contractors and any other individuals or organization who have dealings with the Company can confidently voice concerns / complaints in a responsible manner without fear of discriminatory treatment.

2. SCOPE

This Whistleblowing Policy applies to the Company and all its subsidiary companies. All employees (whether permanent, contract or part-time), Directors, Shareholders, Consultants, Contractors, Vendors, external agencies or any parties with a business relationship with the Company or its subsidiaries are encouraged to disclose any wrongdoing that may adversely impact the Company.

3. DEFINITIONS

a) *Whistleblowing*

This occurs when an employee or other stakeholder raises a genuine concern about a dangerous or illegal activity or improper conduct that he/she is aware of through his/her work or dealings.

b) *Whistleblower*

The employee or other stakeholder who discloses or reports the wrongdoing.

4. POLICY

- a) The Company encourages the employees or other stakeholders to make any disclosures openly and honestly and that concerns or complaints raised will be treated fairly and properly.
- c) All disclosures made under this Policy will be dealt with in a confidential manner. Disclosures received under anonymity will not be entertained to prevent invalid malicious reporting, poison letters, victimization and exploitation.
- c) The Whistleblower is required to identify himself/herself and provide contact information in his/her report. This will facilitate the investigator to obtain further information, if required and communicate on results of investigation to the Whistleblower.



5. IMPROPER CONDUCT

The following shall constitute “Improper Conduct” under this Policy:

- Incidents of fraud, corruption or bribery;
- Conduct or activity which breaches any law or regulatory obligation;
- Breach of the Company’s policies, practices, procedures or other rules of conduct;
- Improprieties in matters of financial reporting; and
- Situation which pose a danger to health, safety or any individual or significant danger to the environment (*Other improper conducts are provided in Appendix 1 below*)

6. COMMUNICATION CHANNEL

- a) The Whistleblower is to disclose the information to the Chairman of the Whistleblowing Committee:

Mr. Yeoh Chin Hoe (Senior Independent Non-Executive Director)

- b) Report or disclosure under this Policy can be made either through :

E-mail whistleblower@hextar.com

Mail Fill up the *Whistleblowing Form* in Appendix 2 below, attention to the above personnel (as defined in 6(a) above) and forward to mailing address below:

HEXTAR GLOBAL BERHAD
No. 64, Jalan Bayu Laut /Ks09,
Kota Bayuemas,
41200 Klang,
Selangor Darul Ehsan, Malaysia.

- c) Employees who have raised concerns internally will be informed of who is handling the matter, how they can make contact with them and if there is any further assistance required.

7. REQUIRED EVIDENCE

- a) The Whistleblower should be able to provide the disclosure in writing, information regarding the type of activity or conduct, identity of the person(s) suspected as being involved, when it occurred and who was affected.
- b) The Whistleblower must have first-hand knowledge or information of the facts, i.e. information obtained from third party or “hearsay” will not be entertained. However, the Whistleblower should not be discouraged from making a report because they are unsure whether there is sufficient evidence to support their allegations.



8. CONFIDENTIALITY & PROTECTION

- a) A Whistleblower must identify himself / herself when submitting a complaint / disclosure. Upon making the disclosure in good faith:
- The Whistleblower will be protected from any reprisal within the Company or its subsidiaries as a direct consequence of the disclosure. (“Reprisal” means disciplinary measures, demotion, suspension or termination of employment or service);
 - The Whistleblower’s identity shall be protected i.e. kept confidential unless otherwise required by law or for purposes of any proceedings by or against the Company;
 - The identity and personal information of the Whistleblower and the alleged wrongdoer may be revealed to persons involved in the investigations or any other process.
- b) Protection under 8(a) above will be accorded by the Company only when the Whistleblower satisfies all the following conditions:
- The disclosure is done in good faith;
 - The whistleblower is aware that the information and any allegations disclosed are true;
 - The whistleblower has not communicated the disclosure to any other party not related to the disclosure;
 - The disclosure made is not for personal gain or interest.
- c) The Company views seriously any false, malicious or defamatory allegation. This can be considered as gross misconduct where appropriate disciplinary action may be taken by the Company.
- d) Suppliers/Vendors of the Company and members of the public who become a Whistleblower will also be protected by the Company as to his/her/its identity subject to satisfying all conditions in 8(b) above.
- e) Employee and industrial relations related issues and human resources related issues are excluded from the operation of this Policy because they are other established mechanisms to raise such complaints.
- f) This Whistleblowing Policy is intended for internal use of Hextar Global Berhad and its Group of Companies only and shall not be reproduced in any form or be transmitted electronically or through other means or quoted or referred to in any public document or media without the prior written consent of the Company.
- g) For any enquiries, please contact the Risk Officer at 03-3003 3319.

9. PROCEDURES

- a) All complaints / disclosures received would be placed before a Whistleblowing Committee for its action.
- b) The Committee shall have the authority to:



- determine the legitimacy of the disclosure;
 - direct further action; and
 - determine who should conduct the investigation i.e. engage external expertise or management.
- c) If any of the Committee members is the suspect being involved in the improper conduct, he/she will automatically abstain from attending the meeting.
- d) The assigned investigator must take all reasonable steps to ensure that investigations regarding the disclosure are fair and unbiased.
- e) The assigned investigator will keep detailed records of all evidence gathered, interviews conducted and all records received which affect the outcome of the investigation.

10. REPORTING

- a) Upon conclusion of the investigation, the assigned investigator will present the outcome of the investigation to the Audit Committee and the Board.

11. ACTION SUBSEQUENT TO REPORT

- a) If the Audit Committee and the Board are satisfied with the outcome of the investigation, it will communicate to management to proceed with action based on established policy and procedures for the necessary disciplinary action to be taken immediately. Instituting the disciplinary action will be the responsibility of *Group Human Resource Department*. If the case is involving members of the Board, it will be deliberated by the **BOARD OF DIRECTORS OF HEXTAR GLOBAL BERHAD**.
- b) Senior Management must also take into account recommendations contain in the investigation report to prevent the conduct from continuing or occurring in the future. Actions to be taken may also be directed to remedy any harm or loss arising from the conduct.

12. REVIEW OF THIS POLICY

The Board of Directors or Audit Committee can modify this Policy unilaterally at any time without notice. Modification may be necessary, among other reasons, to maintain compliance with laws and regulation and / or accommodate organizational changes within the Company or Group. However, the modification made shall be effective after the same is circulated to employees in writing or electronically.

This policy was updated and approved by the **BOARD OF DIRECTORS OF HEXTAR GLOBAL BERHAD** on **24 August 2020**.



Appendix 1

List of Complaints under Whistleblowing Policy

The list of complaints / concerns includes, but is not limited to;

- Any dishonest or fraudulent act
- Any act of conflict of interest with suppliers, vendors or contractors
- Acceptance of fictitious quotations from suppliers, vendors or contractors in favouring for a particular entity
- Breaching of legal obligation
- Corruption or bribery
- Destruction, removal or inappropriate use of the Company's records, furniture, fixtures and equipment
- Falsifying payroll records or overtime claims
- Falsifying travel and entertainment expenses and/or utilizing company funds to pay for personal expenses
- Fictitious reporting or receipts, delivery orders, etc. from suppliers or shipment to customers
- Forgery or alteration of any document or account belonging to the company
- Forgery or alteration of a cheque, bank draft or any other financial document
- Inventory or asset theft
- Misappropriation or theft of funds, supplies or other assets
- Providing or accepting gifts or material value to/from customers, contractors, vendors or other persons doing or attempting to do business with the Company or its Group of Companies that are intended to influence a business decision or selection process
- Misappropriation of Company-owned computer hardware, software, data, etc.
- Misuse of company information
- Sexual harassment
- Any other detrimental wrongdoing which nature of the wrongdoing is subject to absolute discretion of the Committee
- Any action which is intended to conceal any of the above.



Appendix 2

WHISTLEBLOWING FORM

WHISTLEBLOWING REPORT		
To:		
Incident	Date:	Time:
Incident Location		
Name of alleged person / Div. / Dept.		
Description / Circumstances of alleged incident (Please use attachment if necessary)	<i>Guide:</i> <ul style="list-style-type: none">• <i>What, Who, When, Where, How, Witness</i>• <i>Please provide evidence to support the claim</i>	

Signature : _____

Name : _____

Company. / Dept.: _____

Contact No: _____

Date : _____

Note: It is necessary to provide your name and reachable contact number so that we are able to contact you for further information on the reported concern.