



INTERNAL MEMORANDUM

To: ALL EMPLOYEES

Cc: Freddie Chee, Marc Yeoh, Keith Yeoh, Shaun Yeoh, Ooi Teik Huat, Khoo Kay Leong,
Tan Bee Keng

From: Yeoh Jin Hoe, Group Managing Director

Date: 20 April 2021

Re: **WHISTLEBLOWING POLICY AND PROCEDURES FOR KIAN JOO CAN FACTORY BERHAD, BOX PAK (MALAYSIA) BHD AND THEIR GROUP OF COMPANIES (COLLECTIVELY, "THE GROUP")**

BACKGROUND AND PURPOSE OF WHISTLEBLOWING POLICY

The Group is committed to the values of transparency, integrity, impartiality and accountability in the conduct of its business and affairs, and in its workplace.

For this purpose, the Group has developed procedures or mechanisms to facilitate: -

- (a) Reports by Whistleblowers of any suspected or actual Wrongdoings on a confidential basis.
- (b) Investigation of such reports by Management.
- (c) Protection against reprisal to Whistleblower who reported in good faith.

This Policy does not replace or affect the above respective companies' Code of Conduct or other policies and procedures established or to be established by them from time to time. In this Policy, "the Group" means Kian Joo Can Factory Berhad, Box Pak (Malaysia) Bhd and their subsidiaries; "the Company" means any company in the Group; "Group MD" means the Group Managing Director; and "Policy" means this Whistleblowing Policy, as may be revised and amended from time to time.

REPORTING PROCEDURES

(a) Who can disclose

Any of the following persons ("Whistleblower") can make a report to the Company of any suspected or actual Wrongdoing committed: -

- The Group's employees, including employees on contract, temporary or short term employees and employees on secondment.
- The Group's third-party service providers, independent contractors, vendors and Suppliers.
- Members of the public.

(b) What to disclose

A report can be made if it relates to any conduct which if proved, constitutes a disciplinary offence or a criminal offence by any employee or director within any company in the Group (“Wrongdoing”). Wrongdoing includes, but is not limited to:-

- Taking or giving favours, kickbacks, bribes and privileges.
- Corruption or fraud.
- Misappropriation of funds.
- Misuse of funds or assets.
- Theft or embezzlement.
- Gross mismanagement.
- Abuse of power by any director or officer of any company in the Group.
- Serious financial irregularity or impropriety.
- Serious breach of Company’s Code of Conduct.
- Act, omission, misrepresentation or concealment of information which lead to, cause or create a substantial or specific danger to the lives, health, or safety of the Group’s employees, the public or the environment.
- Failure to comply with provisions of laws, regulations and directives where the wrongdoer knowingly or intentionally disregards compliance with such provisions.
- Disciplinary offence or criminal offence.
- Knowingly directing or advising a person to commit any of the above wrongdoing.

Wrongdoing excludes matters which are:-

- Trivial or frivolous in nature; and
- Motivated by malice.

If an employee is unsure whether a particular act or omission constitutes a Wrongdoing under this Policy, such employee is encouraged to seek advice or guidance from his or her immediate superior or head of department or supervising director.

(c) When to disclose

As soon as a Whistleblower becomes aware and reasonably believes in good faith that a wrongdoing is likely to happen, is being committed or has been committed, the Whistleblower is encouraged to make a report of the Wrongdoing.

The Whistleblower needs to demonstrate that the Whistleblower has reasonable grounds for the concerns. However, the Whistleblower is not expected to first obtain substantial evidence of proof beyond reasonable doubt when making a disclosure. If the Whistleblower knows as a matter of fact that there are reasonable grounds of suspicion that a Wrongdoing is going to take place, such genuine concerns is encouraged to be raised at an early stage.

(d) How to make a report

A disclosure of a Wrongdoing can be made via email or phone call as set out below:-

- (a) Call or text to this number: **+6012-5960930**
- (b) Email to: **whistleblowing@kianjooan.com.my**

In order for the Company to investigate the Wrongdoing reported, the Whistleblower is to provide the following particulars in the report:-

- Particulars of Whistleblower i.e. name and contact particulars (email and/or mobile number).
- Details and description of the Wrongdoing, including, its nature, the date, time, and place of its occurrence and the identity of the alleged person(s) involved. A disclosure may be made even if Whistleblower is not able to identify the identity of the person(s) involved.
- Particulars of witnesses, if any.
- Particulars or production of documentary evidence, if any.

The personal details provided by the Whistleblower will be kept confidential. The Whistleblower may be asked to provide further clarification and information from time to time, during the course of investigation.

INVESTIGATION

(a) The Group MD will designate an officer who upon receiving the information will assess to determine whether it is related to a Wrongdoing or excluded from the scope of this Policy and such officer will make general recommendations to the Group MD. The Group MD may designate any person, from the Group or an external party, to conduct any investigation or to carry out any other process pursuant to this Policy (for instance, any meeting or an internal audit).

(b) The Group MD has the authority to make the final decisions including, but not limited to, any of the following: -

- Rejection of the report.
- Directing the concerns or any part thereof for consideration under other internal procedures or disciplinary procedures, if appropriate and applicable.
- Resolution without recourse to an investigation.
- Directing investigations on the report and any persons involved or implicated.
- Suspending the alleged wrongdoer or any other implicated person from work to facilitate any fact finding or to avoid any employee's exposure to threat or harm.
- Obtaining any other assistance (for instance, external auditors or legal advice).
- Referral to the police or any other appropriate enforcement authority.

(c) It is intended that the disclosures by the Whistleblower will be acted upon in a timely manner.

(d) The Whistleblower and the alleged wrongdoer are expected to give their full cooperation in any investigation or any other process carried out pursuant to this Policy. They may be asked to attend a

meeting to discuss the allegations and must take all reasonable steps to attend the meeting. The alleged wrongdoer will be given an opportunity to answer the allegations at the meeting.

(e) The Whistleblower will be informed of the result of any investigation or action or decision taken by the Company as soon as practicable.

(f) If the Whistleblower is implicated or discovered to be or have been involved in any wrongdoing, the Whistleblower may also be investigated so as to complete the factfinding process. An investigation in this instance is not and shall not be treated as a reprisal against the Whistleblower, but to facilitate decision making.

PROTECTION UNDER THIS POLICY

(a) Upon making a disclosure in good faith, based on reasonable grounds and in accordance with the procedure pursuant to this Policy: -

(i) The Whistleblower shall be protected from Detrimental Action within the Group as a direct consequence of the Whistleblower's disclosure.

"Detrimental Action" means:-

- Action causing injury, loss or damage.
- Intimidation or harassment.
- Interference with the lawful employment or livelihood of any person, including discrimination, discharge, demotion, suspension, disadvantage, termination or adverse treatment in relation to a person's employment, career, profession, trade or business or the taking of disciplinary action.
- A threat to take any of the above actions.

(ii) The Whistleblower's identity shall be protected, i.e. kept confidential unless otherwise required by law or for the purpose of any proceedings by or against any company in the Group.

(b) If the Whistleblower (being an employee), in good faith, reasonably believes he/she is being subjected to Detrimental Action from any person within the Group as a direct consequence of having made a disclosure under this Policy, he/she may consult the Group MD in confidence. The Company does not permit Detrimental Action of any kind against the Whistleblower for complaints submitted hereunder that are made in good faith. Any such Detrimental Action shall in itself be considered a serious breach of this Policy. A Detrimental Action by any person against the Whistleblower may result in disciplinary action against that person, including issuance of formal warning or reprimand, suspension or termination of employment or service with the Company.

(c) The Company reserves the right to revoke the Whistleblower protection accorded under this Policy if the Whistleblower has, or is found to have:-

- Participated in the Wrongdoing.
- Made a disclosure not in accordance with the requirements of this Policy (for instance, false, dishonest, mischievous or malicious complaints).

The Company shall give written notice to the Whistleblower of the revocation of protection. In addition, the Company reserves the right to take such legal or other actions or disciplinary measures against the Whistleblower (if the Whistleblower is an employee), including issuance of formal warning or reprimand, suspension or termination of employment or services with the Company.

CONFIDENTIALITY

(a) Reasonable steps will be taken to maintain the confidentiality of the Whistleblower and report made by the Whistleblower, unless:-

- The Whistleblower expressly agrees otherwise, and provides his agreement in writing.
- Otherwise required by law.

(b) The Whistleblower or any person who is involved in the investigation process, shall not disseminate to third parties information regarding the Wrongdoing or any part thereof, including the status or outcome of an investigation into it, except:-

- To those who are authorised under this Policy.
- By lodging a report with an enforcement agency in accordance with the Whistleblower Protection Act 2010 or any other prevailing law.
- If required by law.
- On a strictly confidential basis to a professionally qualified lawyer for the purpose of obtaining legal advice.

(c) The Whistleblower shall not: -

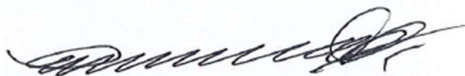
- contact the suspected individual to determine facts or demand restitution; and discuss the case, facts, suspicions, or allegations with anyone except to assist in the investigations.

REVIEW OF POLICY

This Policy may be reviewed and amended, at the Board of Director's discretion from time to time, as and when necessary, to ensure its relevance and effectiveness in keeping with the Group's changing business environment, administrative or operational needs as well as changes to legislations. Changes to the Policy, if any, shall only be made with the Board of Directors' approval in writing.

EFFECTIVE DATE OF POLICY

This Policy takes effect on 20 April 2020.



YEOH JIN HOE
GROUP MANAGING DIRECTOR