

**B.I.G. INDUSTRIES BERHAD 199001003718 (195285-D)**  
**(Incorporated in Malaysia)**

**WHISTLEBLOWING POLICY**

**1. PURPOSE**

- 1.1 The purpose of this Whistleblowing Policy is to:
  - 1.1.1 Promote and develop a culture of transparency, accountability and ethics in the workplace.
  - 1.1.2 Make available a proper avenue or channel for all employees and members of the public to report an Improper Conduct that affect others such as customers, suppliers, employees, stakeholders, public interest or the Group
  - 1.1.3 Provide an opportunity for those concerns or wrongdoers to be investigated and for appropriate action to be taken to ensure that the matter is resolved effectively within the Group at the earliest opportunity.
  - 1.1.4 Ensure employees and members of the public who raise concerns shall be protected from victimisation, harassment or disciplinary proceedings and be safeguarded confidentiality unless required by law.
  - 1.1.5 Protect the reputation of the Group and support the Group's values.
- 1.2 The Whistleblowing Policy is not designed to question financial, non-financial or business decisions taken by the Group nor should it be used to reconsider any matters which have been investigated under other policies and procedures.
- 1.3 Only genuine concerns should be reported in good faith with a reasonable belief that the information and any allegation in it are substantially true, and are not made for personal gain.
- 1.4 Malicious and false allegations will be viewed seriously and treated as a gross misconduct and if proven may lead to dismissal.

**2. SCOPE**

- 2.1 This policy governs all employees of the Group and applies to members of the public, where relevant.
- 2.2 This policy covers Improper Conduct, not limited to the following, involving the Group and any other person providing services to the Group including business partners, consultants, vendors, independent contractors, external agencies and / or any party with a business relationship with the Group:

- 2.2.1 Corruption, bribery, fraud, blackmail, or money laundering.
- 2.2.2 Failure to comply with legal or regulatory obligations, criminal offences, miscarriage of justice or breaches of the laws of Malaysia.
- 2.2.3 Negligence in carrying out work obligations; act or omission that jeopardises an individual's health and safety or the environment.
- 2.2.4 Misuse or misappropriation of fund or assets, and wastage of resources.
- 2.2.5 Impropriety in financial and operational matters.
- 2.2.6 Breach or non-compliance of code of ethics including sexual, physical or other abuse of human rights.
- 2.2.7 Concealment of any, or a combination, of the above.

### **3. DEFINITION**

- 3.1 "B.I.G. or the Company" denotes B.I.G. Industries Berhad 199001003718 (195285-D).
- 3.2 "B.I.G. Group or the Group" shall include B.I.G. and its subsidiaries.
- 3.3 "Board" means Board of Directors of B.I.G.
- 3.4 "Detrimental Action" means:
  - 3.4.1 Action causing injury, loss or damage.
  - 3.4.2 Intimidation or harassment.
  - 3.4.3 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.
  - 3.4.4 A threat to take any of the above actions.
- 3.5 "Head of Division, Head of Department or Head of Branch" denotes an individual employed within the Group and is responsible in managing all operational matters of the Division, Department or Branch.
- 3.6 "Improper Conduct" refers to any matters related to known or reasonable suspected violation, malpractice, misconduct or wrongdoing occurred, occurring and/or will occur in the Group.
- 3.7 "Whistleblower" denotes anyone who reports an Improper Conduct.

#### **4. WHEN TO REPORT**

- 4.1 The Whistleblower should report as soon as the Whistleblower becomes aware and reasonably believes in good faith that an Improper Conduct is likely to happen, is being committed or has been committed.
- 4.2 The Whistleblower needs to demonstrate that the Whistleblower has reasonable grounds for the concerns although it is not expected to first obtain substantiate evidence beyond reasonable doubt when making a report.
- 4.3 Should the Whistleblower knows as a matter of fact that there are reasonable grounds of suspicion that an Improper Conduct is going to take place, such genuine concern is encouraged to be raised at an early stage.
- 4.4 In the event the Whistleblower is unsure whether a particular act or an omission constitutes an Improper Conduct, the Whistleblower is encouraged to seek advice or guidance from his or her immediate superior, Head of Division, Head of Department or Head of Branch.

#### **5. REPORTING PROCEDURE**

- 5.1 The Whistleblower should immediately report the Improper Conduct:
  - 5.1.1 To his or her immediate supervisor, or
  - 5.1.2 To his or her Head of Division, Head of Department or Head of Branch, or
  - 5.1.3 To the Head of Group Human Resources, including a situation where the Whistleblower is not satisfied with the actions taken by his or her immediate supervisor, Head of Division, Head of Department or Head of Branch.
- 5.2 The Whistleblower may also elect to directly report the Improper Conduct as appended below:

##### 5.2.1 Contact by email

Communications may be sent to the email address at **whistleblowing@bigind.com.my** and shall be treated with utmost confidentiality.

##### 5.2.2 Contact by mail or other physical deliveries

Communications may be mailed or delivered, addressed to the below:

The Senior Independent Director  
19-D, 4<sup>th</sup> Floor Block 2, Worldwide Business Centre, Jalan Tinju 13/50, Section 13,  
40675 Shah Alam, Selangor.

- 5.3 In the event the Improper Conduct involves a Director, the Whistleblower is to report the matter in writing to the Senior Independent Director or any other Director of the Group.
- 5.4 In order for the Company to investigate the Improper Conduct reported, the Whistleblower is to provide the following in the report:
- 5.4.1 Particulars of the Whistleblower i.e. name, designation, department and contact such as email, telephone or mobile number and/or address with consent.
  - 5.4.2 Details and nature of the Improper Conduct has happened and/or suspected to happen, any previous disclosure / complaint to external authorities or enforcement agencies and the identity of the alleged person(s) involved. A report may be made even if the Whistleblower is not able to identify the identity of the person(s) involved.
  - 5.4.3 Particulars of witnesses, if any.
  - 5.4.4 Particulars or production of documentary evidence, if any.

## **6 INVESTIGATION**

- 6.1 It is intended that all reports by the Whistleblower shall be taken seriously and acted upon in a timely manner. The Group shall ensure that suitable guidance is available to anyone that receives a report and that appropriate procedures are in place for investigating and tracking reports.
- 6.2 The Group shall ensure that every report will be promptly and thoroughly investigated. The actions taken by the Group with respect to a particular report shall depend upon the nature of the report. The report may be investigated internally by management, by the Board or an appropriate Board Committee or be referred to the police and/or the appropriate regulatory authorities.
- 6.3 The Board may designate any person from the Group or external party to conduct any investigation or to carry out any meeting or an internal audit.
- 6.4 The Board has the authority to make the final decisions including, but not limited to, any of the following:
- 6.4.1 Rejection of the report.
  - 6.4.2 Directing the concerns or any part thereof for consideration under other internal procedures or disciplinary procedures, if appropriate and applicable.
  - 6.4.3 Resolution without recourse to an investigation.
  - 6.4.4 Directing investigations on the report and any persons involved or implicated.
  - 6.4.5 Suspending the alleged wrongdoer or any other implicated person from work to

facilitate any fact finding or to avoid any Whistleblower's exposure at risk of sufferings some form of reprisal.

6.4.6 Obtaining any assistance from external auditors or legal adviser.

6.4.7 Referral to the police or any other appropriate enforcement authority.

6.5 In the event the Improper Conduct involves the Director, the Board shall then authorise a Director to be responsible for the investigation and make recommendation to the Board. The Board shall have the authority to make the final decisions regarding the disclosure of the Improper Conduct.

6.6 Management shall report quarterly to the Board, Audit Committee or Risk Management Committee on any reports received and the status of outstanding investigations.

6.7 All information reported and disclosed during the course of an investigation shall remain confidential and available only on a need-to-know basis, except necessary to conduct an investigation, to take any remedial action, and/or subject to any applicable law that compel disclosure in some circumstances. All Directors, Head of Division, Head of Department, Head of Branch, immediate supervisor, and/or employees inclusive the Whistleblower have a duty to cooperate in the investigation of the reports of the Improper Conduct.

6.8 If at the conclusion of an investigation the Group determines that an Improper Conduct has occurred, the Group shall take effective remedial action equal to the severity of the offence. This action may include disciplinary action against the accused party up to and including termination of employment, and reporting to police and/or regulatory authorities. The wrongdoer will be given an opportunity to response to all allegations at an appropriate time.

6.9 The Group acknowledges that the Whistleblower who has filed a report needs to be assured that his / her report would be properly addressed. Accordingly subject to any legal constraints, the Group shall inform the Whistleblower with the status of any investigation within a reasonable period of time (except in cases which the report is filed anonymously).

6.10 In the event the Whistleblower is implicated or discovered to be or has been involved in any Improper Conduct, the Whistleblower may also be investigated so as to complete the fact finding process. An investigation in this instance is not and shall not be treated as a reprisal against the Whistleblower, but to facilitate decision making.

## **7 PROTECTION**

7.1 Upon making a disclosure in good faith, based on reasonable grounds and in accordance with the procedure pursuant to this Policy, the Whistleblower shall be protected from any Detrimental Action within the Group as a direct consequence of the Whistleblower's report.

7.2 The Whistleblower's identity shall be protected and kept confidential unless the Whistleblower agrees or otherwise required by law.

- 7.3 In the event the Whistleblower (being an employee) acts in good faith and reasonably believes he/she is being subjected to any Detrimental Action from any person within the Group as a direct consequence of having made a report under this Policy, he/she may consult the Director, Head of Division, Head of Department, Head of Branch or immediate supervisor in confidence. The Group does not permit occurrence of the Detrimental Action of any kind against the Whistleblower for complaints made in good faith. The same procedure for investigation of the Improper Conduct shall apply to any complaint of any Detrimental Action. 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 / contract or service with the Group.
- 7.4 The Group reserves the right to revoke protection accorded to the Whistleblower if the Whistleblower has, or is found to have:
- 7.4.1 Participated in the Improper Conduct.
  - 7.4.2 Made a disclosure maliciously he or she knows is untrue.
- 7.5 The Group shall give written notice to the Whistleblower of the revocation of protection. In addition, the Group reserves the right to take such legal or other actions or disciplinary measures against the Whistleblower including issuance of formal warning or reprimand, suspension, demotion or termination of employment or services or monetary or other forms of punishment.

## **8. CONFIDENTIALITY**

- 8.1 Reasonable steps will be taken to maintain the confidentiality of the Whistleblower and report made by the Whistleblower unless:
- 8.1.1 the Whistleblower expressly agrees otherwise, and provides his/her agreement in writing; or
  - 8.1.2 otherwise required by law.
- 8.2 The Whistleblower or any person who is involved in the investigation process shall not disseminate to third parties information regarding the Improper Conduct including the status or outcome of an investigation into it except to:
- 8.2.1 Those who are authorised under this Policy;
  - 8.2.2 An enforcement agency in accordance with the Whistleblower Protection Act 2010 or any other prevailing law.
  - 8.2.3 A third party, if required by law.
  - 8.2.4 A professionally qualified lawyer for the purpose of obtaining legal advice.
- 8.3 The Whistleblower shall not:

8.3.1 Contact the suspected individual to determine facts or demand restitution.

8.3.2 Discuss the case, facts, suspicions, or allegations with anyone except to those assist in the investigations.

## **9. NO RETALIATION**

This Policy is intended to encourage a Whistleblower to raise concerns in good faith without fear of adverse consequences and reprisals. The Group shall within its power do not permit any retribution or retaliation of any kind against individuals who have reported a wrongdoing in good faith or who have facilitated with the investigations to uphold the highest values and integrity.

## **10. REVIEW OF POLICY**

This Policy shall be amended appropriately at the Board's discretion to ensure its relevance and to align with the Group's changing business environment, administrative or operational needs, as well as changes to legislations and other requirements.