

## **CMSB Whistleblower Policy**

### **POLICY STATEMENT**

CMSB is committed to highest standard of integrity, openness and accountability in the conduct of business and operations. The Whistleblower Policy is intended to directly support the Company's Core Values, Code of Ethics and Governance requirements. It is also intended to encourage and enable employees and others to raise concerns within the Company prior to seeking resolution outside the Company.

In line of this CMSB has adopted a whistleblower policy to ensure that employees are able to raise concerns regarding any illegal conduct or malpractice at the earliest opportunity without being subject to victimization, harassment or discriminatory treatment and to have such concern properly investigated.

For the purposes of this policy, all such acts shall come to be known as improper conduct (as defined under the Whistleblower Protection Act 2010).

### **SCOPE**

This Whistleblower Policy applies to all CMSB employee (including permanent, contract, part-time and temporary), Directors, Shareholders, Consultants, Vendors, Contractors or any parties with a business relationship with CMSB are encouraged to disclose any wrongdoing that may adversely impact the company.

### **DEFINITION**

**Whistleblowing :** This occurs when an employee raises a genuine concern about a dangerous or illegal activity or improper conduct that he is aware of through his work.

**Whistleblower :** The employee disclosing or reporting the wrongdoing.

### **TYPES OF WRONGDOING**

Parties can report a Whistleblowing complaint if they are aware of any Wrongdoing, including, but not limited to the following:

- i. Fraud
  - ii. Bribery
  - iii. Abuse of Power
  - iv. Conflict of Interest
  - v. Theft or embezzlement
  - vi. Misuse of Company's property
  - vii. Non compliance with procedure
  - viii. sexual harassment;
  - ix. criminal breach of trust;
  - x. illicit and corrupt practices;
- or the deliberate concealment of any of the above matter or other acts of wrong doing.

## **REPORTING IN GOOD FAITH**

The company expects all parties to act in good faith and have reasonable grounds when reporting a Whistleblowing complaint. If allegations are proven to be malicious, parties responsible may be subject to appropriate action, up to and including legal action, where applicable.

## **PROTECTION TO WHISTLEBLOWER FROM RETALIATION**

Any party that retaliates against someone who has reported a Wrongdoing in good faith may be subject to appropriate action, up to and including legal action, where applicable.

## **CONFIDENTIALITY**

All complaints reported to the Company are treated in strict confidence. Information will only be disclosed on need to know basis and with written permission from the Board of Director.

The employee's identify will not be revealed unless it is required by Law.

## **PROCEDURES**

The Whistleblower should promptly report the suspected or instances of wrongdoing to the superior or Internal Liaison Officer.

If there is a need to contact someone other than the Internal Liaison Officer, the whistleblower may address the report directly to the Audit Committee Chairman of the Board.

The report must be in writing, submit via post or email, to ensure that there is a clear understanding about the issues raised.

The report should be sealed in an envelope if sent via post with "Private and Confidential" indicated and addressed to:

Compliance Manager  
Chiyoda Malaysia Sdn Bhd  
Level 39, Cap Square Tower,  
10, Jalan Munshi Abdullah,  
51000 KL

The Audit Committee Chairman or the Internal Liaison Officer who receives the report must promptly act to investigate and resolve the issue.

The Committee shall have the authority to:

- Determine the legitimacy of the disclosure
- Direct further action
- Determine who should conduct the investigation i.e. engage external expertise, management or Group Internal Audit.

## **ANONYMOUS WHISTLEBLOWER**

Any anonymous disclosure will not be entertained. Any employee or member of the public who wishes to report improper conduct is required to disclose his identity to the Company in order for the Company to accord the necessary protection to him. However, the company reserves its right to investigate into any anonymous disclosure.

The decision to make an anonymous report may result in the whistleblower not being conferred protection under the Whistleblower Protection Act 2010

## **NOTIFICATION**

The Whistleblower shall be informed on the outcome of the investigation.

## **REPORTING**

All investigations shall be tabled to the Audit Committee of the Board that has the authority to ensure effective implementation of the Whistleblower policy.

The Audit Committee shall update the Compliance Unit of Chiyoda Corporation on reports that require their attention and approval.

## **PUNISHMENT**

The Company view seriously any false, malicious or defamatory allegation. This can be considered gross misconduct where appropriate Disiplinary action may be taken by the Company.

Employee and industrial relations related issues and human resource related issues are excluded from the operation of this Policy because there are other established mechanisms to raise such complaints.

## **WHISTLEBLOWER PROTECTION ACT 2010**

In the event that there are discrepancies between this policy and the Whistleblower Protection Act 2010, the Act shall prevail.

Approved by,



Managing Director

Date: 1<sup>st</sup> June 2015