

**WESTPORTS HOLDINGS BERHAD**  
**(Company No. 262761-A)**

**Whistle Blower Policy**

**1 Purpose**

This policy is intended for Westports Holdings Berhad (“Westports” or “the Company”) and all subsidiary companies within the Westports Group (“the Group”).

All employees of the Group play an important part in maintaining the highest level of corporate ethics within the Group, and have a professional responsibility to disclose any known malpractices or wrongdoings (hereon referred to as “Concerns”).

**2 Objective**

- Promote and maintain high transparency and accountability in the workplace;
- Promote good corporate governance practices in the workplace;
- Ensure that employees can raise concerns without fear of reprisals and safeguard such person’s confidentiality;
- Protect a whistleblower from reprisal as consequence of making a disclosure;
- Provide a transparent and confidential process for dealing with concerns;
- Protect the long term reputation of the Company;
- Support the Company’s values; and
- Maintain a healthy working culture.

**3 Safeguards**

A person or entity making a protected disclosure is commonly referred to as a “Whistleblower”. Whistleblowers provide initial information related to a reasonable belief that an improper activity has occurred.

Whistleblowers are protected against being dismissed or penalised by the Group, and Westports will consider mitigating circumstances if the Whistleblower himself / herself is involved in the activity that he / she reports.

A Whistleblower’s right to protection from retaliation does not extend immunity for any complicity in the matters that are the subject of the allegations or an ensuing investigation.

**4 Harassment or Victimisation**

Harassment or victimisation for reporting concerns under this policy will not be tolerated.

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Complete protection will be given to Whistle-blower against any unfair practice not limited to retaliation, threat or intimidation of termination/ suspension of service, disciplinary action, transfer, demotion, refusal of promotion, or including any direct or indirect use of authority to obstruct the Whistleblower's rights to continue to perform his/her duties including making further disclosure.

## **5 Confidentiality**

Every effort will be made to treat the Whistleblower's identity with appropriate regard for confidentiality. The Group gives the assurance that it will not reveal the identity of the Whistleblower to any third party not involved in the investigation or prosecution of the matter. The only exception to this assurance relates to an overriding legal obligation to breach confidentiality, save unless it so required by under the law. The Group is obligated to reveal confidential information relating to a whistle-blowing report, if ordered to do so by a court of law.

## **6 Procedures**

### **6.1 Process for Disclosure**

#### **I) Impropriety**

This policy covers:

- improprieties or irregularities (including financial and operational);
- suspected fraud or criminal offences;
- breach of confidentiality;
- miscarriage of justice;
- corruption or bribery;
- endangerment of an individual's health and safety;
- failure to comply with legal or regulatory requirements;
- negligence in carrying out work obligations;
- acceptance of gifts/favour beyond the threshold allowed by the Company;
- misuse and/or misappropriation of the Company's funds or assets; and
- breach of Code of Ethics of the Company, including sexual, physical or other abuse of human rights.

#### **II) Reporting**

Managers, officers and employees in supervisory roles shall report to the reporting person(s) as stated below on any allegations of suspected improper activities or employment-related concerns.

**WESTPORTS HOLDINGS BERHAD**  
**(Company No. 262761-A)**  
**Whistle Blower Policy**

Improper activities disclosures, including those relating to financial reporting, unethical or illegal conduct, may be reported directly to:

1.1. Chairman of Audit, Risk and Management Committee (“ARMC”),

Address : C4-6-8 Solaris Dutamas,  
No. 1 Jalan Dutamas 1,  
50480 Kuala Lumpur.

Email address : [yusli.m.yusoff@gmail.com](mailto:yusli.m.yusoff@gmail.com)

Employment-related concerns can be reported to:

1.2. Group Managing Director (“Group MD”)

Address : P.O. Box 266,  
Pulau Indah,  
42009 Port Klang, Selangor

Email address : [rubeng@westports.com.my](mailto:rubeng@westports.com.my)

1.3. Head of Human Resource Department

Address : P.O. Box 266,  
Pulau Indah,  
42009 Port Klang, Selangor

Email address : [ravin@westports.com.my](mailto:ravin@westports.com.my)

Disclosures can be verbal or in writing and forwarded in a sealed envelope to the abovementioned contact person(s) labelling with a legend such as “To be opened by the Chairman of ARMC, Group MD or Head of Human Resource Department only”.

**III) Handling of a reported allegation**

The action taken by the Group in response to a report of Concern under this policy will depend on the nature of the concern. The Chairman of ARMC, Group MD or Head of Human Resource Department shall receive information on each report of Concern and follow-up information on actions taken.

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**Whistle Blower Policy**

**6.2 Investigator**

The Internal Auditor shall be the named Investigator unless the Chairman of ARMC assigns / appoints another Investigator. Investigators must be impartial and independent of all parties concerned.

The Investigator is required to report all Concerns raised, the status of all pending and on-going investigations, and any action taken or to be taken as a result of the investigations, to the Chairman of ARMC.

**6.3 Inquiries**

Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

If an investigation leads the Investigator to conclude that a crime has probably been committed, the results of the investigation shall be reported to the police or other appropriate law enforcement agency, upon getting appropriate legal advice.

If an investigation leads the Investigator to conclude that the suspect has engaged in conduct that may be a violation of the Group's Code of Conduct, the results of the investigation shall be reported to the Head of Human Resource Department or Group MD in accordance with the applicable procedures for company conduct and the administration of discipline. Any charges of misconduct brought as a result of an investigation under this policy shall comply with established disciplinary procedures.

**7 Monitoring and Periodic Review of Policy**

The Group must diligently monitor these procedures to ensure that they meet the objectives of relevant legislations and remain effective for the Group, and, if necessary, implement changes subject to the approval of the Board of Directors.

This policy will be reviewed annually to assess its effectiveness.

This policy is approved by the Board of Directors on 26 February 2019.