



# **KRETAM HOLDINGS BERHAD**

Company No.: 198801000928 (168285-H)

## **WHISTLEBLOWING POLICY**

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### **REVISION HISTORY**

<b>Version No.</b>	<b>Revision No.</b>	<b>Effective Date</b>
0	N/A	1 June 2020



## 1. INTRODUCTION & OBJECTIVE

- 1.01 Kretam is committed to observing the highest level of professionalism, ethics and integrity in the conduct of its business, and will comply with all applicable laws and regulatory requirements in its commitment to uphold the rule of law.
- 1.02 To ensure that this is achieved, Kretam requires its employees to observe these same standards, and has formulated this Policy to enhance observance of and deter departure from them.
- 1.03 The purpose of this Policy and any Procedure prescribed by it is to:
- A. provide a channel for employees of Kretam and members of the general public to report any misconduct and/or unethical behavior committed by employees of Kretam that they become aware of;
  - B. provide guidance on making such reports;
  - C. explain the protection that is available to any person making such a report; and
  - D. establish the procedures for handling and managing reports of misconduct and/or unethical behavior.

## 2. DEFINITIONS

In this Policy, unless the context requires otherwise, the following words, phrases or terms have the following meanings:

**“Kretam”** or **“the Kretam Group”** means Kretam Holdings Berhad and its subsidiaries, whether individually or collectively.

**“Misconduct”**, **“unethical behavior”** and **“improper behavior”** includes, but is not limited to:

- (a) breaches of Kretam’s Code of Ethics & Conduct;
- (b) failure to declare and/or avoid situations of conflicts of interests;
- (c) criminal and/or unlawful actions and activities;
- (d) falsification and/or forgery of documents or records;
- (e) misuse and misappropriation of Kretam’s assets and resources;
- (f) abuse of power and position;
- (g) wilful or deliberate exposure of confidential information pertaining to Kretam;
- (h) wilful or deliberate acts that compromise safety and health;
- (i) wilful or deliberate acts that harm the environment; and
- (j) abetment or concealment of any of the above

but for the purposes of this Policy does not include acts of bribery and corruption, which are instead dealt with by Kretam’s Anti-Bribery & Corruption Policy.

**“Employee(s)”** includes persons employed by Kretam on temporary or short term contracts and also those engaged on internships;



“**Whistleblower**” means a person who makes a report of misconduct and/or unethical behavior committed by any employee of Kretam;

“**Whistleblowing report**” means a report of misconduct and/or unethical behavior committed by any employee of Kretam made by a whistleblower.

### 3. SCOPE

3.01 This Policy and any procedure prescribed is applicable to:

- (a) Kretam Holdings Berhad;
- (b) all subsidiaries of Kretam Holdings Berhad; and
- (c) all employees of the Kretam Group.

3.02 This Policy applies to all instances of misconduct and unethical behavior committed by employees of Kretam except situations involving bribery and corruption, which are instead dealt with by Kretam’s Anti-Bribery & Corruption Policy.

### 4. MAKING REPORTS OF MISCONDUCT AND UNETHICAL BEHAVIOUR

4.01 Employees of Kretam who encounter any instances of misconduct or unethical behaviour committed by other employees are required to report them.

4.02 Persons other than employees of Kretam who become aware of instances of misconduct or unethical behaviour committed by Kretam’s employees are encouraged to report them.

4.03 Whistleblowing reports should be made to the Integrity Officer using the appropriate report form (Form KHB-WB-P01/F01). The report should contain accurate factual observations and provide as much details and information as possible. In addition to mail, courier or other means of physical delivery, reports may also be submitted by way of emails sent to the following email address: **integrity@kretam.com**

4.04 Whistleblowing reports:

- (a) that are made anonymously or which in any case do not clearly identify the person making it; or
- (b) where the maker of which is uncontactable in spite of the contact information provided by him in his report, or due to omission of contact information in his report

will not be regarded as valid, and no action will be initiated as a result of them.

4.05 Whistleblowers who have already submitted their report are required to:

- (a) refrain from discussing their report, including the facts, suspicions and/or allegations contained therein with anyone except the Company’s investigator into his report;
- (b) refrain from contacting or discussing with the employee(s) being reported against in connection with any aspect of his report; and
- (c) maintain confidentiality about his whistleblowing report.



## 5. PROTECTION OF WHISTLEBLOWERS

- 5.01 Kretam accords protection to whistleblowers if the following conditions are met:
- (a) the report was made in good faith, is not frivolous and is not made with malicious intent; and
  - (b) the whistleblower has maintained confidentiality of the matter that he is reporting.
- 5.02 Kretam will ensure that the identity of the whistleblower as well as the information being reported is kept confidential. Any divulgence of the same shall be pursuant to legal requirements or for the purposes of any investigations or proceedings conducted by Kretam in connection with the whistleblower's report.
- 5.03 The identity of the whistleblower and the person(s) against whom he is reporting may only be revealed to persons involved in the investigation and any subsequent disciplinary process arising out of the whistleblower's report.
- 5.04 Persecution of or retaliation against any whistleblower who has made a report in good faith is strictly prohibited. Any employee of Kretam found to have engaged in such persecution or retaliation shall be subject to disciplinary action.
- 5.05 Any whistleblower who is an employee of Kretam and who believes that he is the victim of persecution or retaliation as a result of an incident that he had reported shall report such circumstances to the Integrity Officer to request for protective measures.
- 5.06 Any employee of Kretam making reports that subsequently prove to have been made without good faith will be subject to disciplinary action, which may include termination of employment.

## 6. ACTIONS TO BE TAKEN FOLLOWING WHISTLEBLOWER'S REPORT

Following the receipt of a whistleblower's report, the processes outlined in the "*Procedure for Whistleblowing*" (Procedure KHB-WB-P01) shall be followed.

## 7. ADMINISTRATOR OF THIS POLICY

Subject to the oversight and supervision of the Board of Directors of Kretam Holdings Berhad and/or the relevant subsidiary of Kretam, the Integrity Officer shall administer this Policy.

## 8. MISCELLANEOUS

- 8.01 The Board of Directors of Kretam Holdings Berhad and/or the relevant subsidiary of Kretam may prescribe procedures to be followed in the administration of this Policy, which may provide additional guidance on the same.
- 8.02 This Policy may be translated into other languages. Where there is any conflict or inconsistency between any translation and the English version, the latter shall prevail.



- 8.03 Unless the context specifically requires otherwise, references to the male gender shall include the female gender and references to the singular shall include the plural, and vice versa.
- 8.04 Any person who has any questions or needs further information on whistleblowing matters pertaining to Kretam may contact the Integrity Officer as follows:

**Address:** Kretam Holdings Berhad  
Wisma KHB, Lot 6 Block 44  
Leboh Tiga  
90000 Sandakan, Sabah

**Telephone No.:** (089) 218999 (from within Malaysia)  
+6089218999 (from outside Malaysia)

**Email:** integrity@kretam.com

## 9. PRESCRIBED PROCEDURE(S)

The Procedure(s) set out below has been prescribed, and is to be followed in complying with the requirements of this Policy. It may provide additional guidance on the requirements of this Policy. Where there is any inconsistency between it and the other clauses of this Policy, the latter shall prevail.

Procedure Reference No.	Title of Procedure
KHB-WB-P01	PROCEDURE FOR WHISTLEBLOWING