



# Whistleblowing

HIL INDUSTRIES BERHAD

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### **1. Objectives**

Whistleblowing provides an avenue for all employees and stakeholders to report in good faith, belief and without malicious intent, on any suspected misconduct or actual wrongdoing by another employee or any persons who has dealings with the Group. The objective is to provide a point of escalation for employees or stakeholders to disclose in a bona fide manner any suspected acts of wrongdoing without any fear of reprisal.

### **2. Scope and Application**

The policy is to facilitate employees and stakeholders to disclose wrongdoing through an internal channel. Wrongdoings include:

- Fraud;
- Bribery;
- Abuse of Power;
- Conflict of Interest;
- Theft or Criminal Breach of Trust;
- Misuse of Company Asset;
- Giving false or misleading information (including suppression of any material facts or information);
- Breaches of Group Policies and Code of Business Conduct; or
- The deliberate concealment of any of the above matter

The list above is not exhaustive.

Employees and stakeholders who makes a report in good faith in accordance with this policy will be accorded with protection of confidentiality of identity, to the extent reasonably practical and within the limits of the law.

This is not for an avenue for Employees to take up Employee Grievances or appeal on Disciplinary Procedure.

### **3. Whistleblowing Report**

Employees and Stakeholders should report any suspected wrongdoings at the earliest opportunity to enable remedial action to taken immediately.

Employees and stakeholders making the report should ensure that the information in their whistleblowing report is accurate and trustworthy. Nevertheless, if the report that was made in good

faith but found to be unsubstantiated after investigation, the whistleblower would not be penalised. However, if malice was involved in the abuse of the whistleblowing policy, such protection will be revoke.

Employees and Stakeholders making a whistleblowing report must disclose their:

- Full name
- NRIC number
- Contact details (telephone/email)

This would allow the company to provide whistleblowing protection to under this Policy to the person.

A whistleblowing should include details of the wrongdoing person or persons involved, the type of wrongdoing, copies of evidence, if any, date and time of the alleged wrongdoing.

#### **4. Investigation**

All whistleblowing reports will be channelled to the Chairman of the Audit Committee and upon receipt of such report will establish a Whistleblowing Audit Team comprising appropriate personnel with necessary qualifications to investigate the alleged wrongdoing highlighted in the Whistleblowing Report.

The investigation will be conducted in a fair and objective manner. If the team finds the alleged wrongdoing is true, appropriate actions and steps to establish new controls will be taken to prevent recurrence.

#### **5. Protection 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.

#### **6. Reporting Channels**

- By email to: [info@hil.com.my](mailto:info@hil.com.my)
- By mail to: Whistleblowing, c/o HIL Industries Berhad, Lot 3, Jalan Lada Sulah 16/11, Section 16, 40000 Shah Alam, Selangor Darul Ehsan, Malaysia.