

HONG LEONG MANUFACTURING GROUP SDN BHD

WHISTLEBLOWING POLICY

Hong Leong Manufacturing Group Sdn Bhd and its wholly owned subsidiary, HLMG Management Co Sdn Bhd (collectively “HLMG”) is committed to good business ethics and integrity as set out in the Hong Leong Manufacturing Group Code of Conduct and Ethics. All employees are encouraged to raise genuine concerns on improper or wrongful conduct at the earliest opportunity, and in an appropriate way. This is to promote good corporate governance practices within HLMG.

Who can raise concerns?

- Any employee of HLMG

What types of concerns should you raise?

You should raise any concern on any improper conduct or wrongful act involving HLMG that is committed, including but not limited to:

- Any criminal offences, including fraud, corruption, bribery and blackmail
- Any failure to comply with legal or regulatory obligations
- Any improper conduct which would be a disciplinary offence
- Any gross mismanagement of company affairs
- Any act or omission which jeopardises the health and safety of any employee of HLMG or any member of the public

Who should you raise your concerns with?

Any employees may make reports of any such concerns to the Head of Internal Audit of HLMG Group or Chief Human Resource Officer of HLMG Group:

Head of Internal Audit of HLMG Group
Level 31, Menara Hong Leong
No.6, Jalan Damanlela
Bukit Damansara
50490 Kuala Lumpur, Malaysia
[Email : tehboonang@hlmg.com.my]

OR

Chief Human Resource Officer of HLMG Group
Level 31, Menara Hong Leong
No.6, Jalan Damanlela
Bukit Damansara
50490 Kuala Lumpur, Malaysia
[Email : lalitaabdullah@hlmg.com.my]

Please include your full name and contact details, as well as full details of your concern and any supporting documentation you consider relevant. Should you wish to do so, you may use our [Whistleblower Form](#) to provide the details required.

Please note that any grievance of a personal nature should be raised through the HR grievance procedures and not through this Policy or the Whistleblower Form.

Anonymous reporting is acceptable, however, it will be disregarded if the complaint is found to be frivolous, vexatious and/or an abuse of the process.

What action can be taken against you?

To the extent permitted by law, you will be protected from adverse employment action and where feasible, from disclosure of your identity, provided your report is made in good faith, even if you are genuinely mistaken in the concerns you raise.

Your report should not be made with malicious intent. Malicious reports or complaints lose the protection afforded under this Policy, and appropriate action may be taken against you.

WHISTLEBLOWER FORM

You should raise any concern on any improper conduct or wrongful act that is committed within HLMG. Any grievance of a personal nature should be raised through the HR grievance procedures and not through this Whistleblower Form.

YOUR FULL NAME		
NAME OF YOUR EMPLOYER		
YOUR CONTACT DETAILS	Address:	Telephone:
		Email:

DETAILS OF YOUR CONCERNS (please provide as much information as possible)	
DESCRIPTION OF INCIDENT: (use the additional information sheet, if necessary)	
WHERE DID THE INCIDENT OCCUR?	
WHEN DID THE INCIDENT OCCUR?	
NAME AND POSITION OF PERSON(S) INVOLVED:	
DETAILS OF ANY WITNESS(ES):	
DID YOU REPORT THE INCIDENT TO ANY AUTHORITIES? IF YES, PLEASE GIVE DETAILS:	
SUPPORTING DOCUMENT(S) ATTACHED (Please tick)? Yes <input type="checkbox"/> No <input type="checkbox"/>	

ADDITIONAL INFORMATION SHEET

ANY ADDITIONAL INFORMATION:

Provide any further details you think may be relevant, for example, whether you approached the person(s) concerned, any financial impact to HLMG, etc.