



**KEIN HING INTERNATIONAL BERHAND** [200301013636 (616056-T)]

## **WHISTLE-BLOWING POLICY AND PROCEDURES**

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### **POLICY STATEMENT**

Kein Hing International Berhad (“KHIB”) is committed to the highest standard of integrity, openness and accountability in the conduct of its businesses and operations. It aspires to conduct its affairs in an ethical, responsible and transparent manner. In recognising these values, KHIB provides avenues for all employees, and members of the public to disclose any improper conduct within the KHIB Group.

### **OBJECTIVE**

The purpose of these Whistle-blowing procedures is to enable an avenue for whistle-blowers to disclose any improper conduct in accordance with the procedures as provided under this policy and to provide protection for employees and members of the public who whistle blow such allegations. These procedures would facilitate KHIB to take necessary action to resolve such concerns effectively so as to mitigate any possible loss arising from such questionable issues or actions at the earliest opportunity.

### **SCOPE OF THE POLICY**

Such instances of misconduct or wrong doings to be disclosed by the whistle-blower through the internal channel may comprise of the following:-

- Fraud;
- Corruption;
- Improprieties in matters of financial reporting;
- Unauthorised use of Company’s properties;
- Disclosure of confidential information without prior approval;
- Abuse of position;
- Endangerment of an individual’s health and safety;
- Any action which intimidate or coerce a Director or Management or employee of KHIB; or
- Concealment of any of the above or combination of the above.
- Director’s improper conduct which if proved constitutes a criminal offence or any conduct that constitutes a wrongdoing or malpractice.

The above list is not exhaustive and includes any act or omissions, which if proven, will constitute an act of misconduct under the KHIB’s Code of Ethics and Conduct or any criminal offence under relevant legislations at the material time.



This policy is not to invalidate any form of grievance procedures and/or disciplinary action process and procedures that the Khib Group may have put in place, but merely to provide whistle-blowing procedures relating to the abovementioned.

### **APPLICABILITY OF THE POLICY**

Subject to the requirement of applicable local jurisdictions, this policy applies to all employees of Khib and its subsidiaries. This policy also applies to members of the public, where relevant.

### **REPORTING PROCEDURES**

Any parties with concerns relating to misconduct, questionable issues or improper actions by any individual and/or parties within the Khib Group of companies shall provide such information in writing as below to facilitate in the investigation and to cater for specific remedy options:

- Nature of misconduct, questionable issues or improper actions
- Name of person/persons involved
- Date, time and location
- The details of events taken place
- Other witness, if any
- Documentation or evidence available
- Contact details (eg. Telephone/mobile number, email or fax)

### **WHISTLEBLOWING CHANNELS**

Above all, such concerns which shall be classified as “Strictly Private and Confidential” may be directed in writing to the Independent Non-Executive Chairman at the contact details stated below.

**Darshan Singh a/I Balwant Singh**

Chairman

c/o Kein Hing International Berhad

Lot 1863, Jalan Kolej,

43300 Seri Kembangan

Selangor

Email: [dshullan@gmail.com](mailto:dshullan@gmail.com)



## PROCESS OF MAKING DISCLOSURES

Process Flow	Events
1. Whistle-blower	Making the disclosure via the reporting channel.
2. Chairman office	Administers, classifies and evaluates disclosures and register the disclosure under KHIB Whistle-Blower Register/Book.
3. Investigation team	Conduct investigation and issue report to the Chairman.
4. Chairman office	Deliberates on the investigation report and decides on the next course of action.
5. Human Resource	Invokes disciplinary action process and procedures.
6. Chairman office	Notified on the outcome of the disclosure, and the corrective actions that are required to be taken.

## CONFIDENTIALITY AND WHISTLE-BLOWER PROTECTION

A whistle-blower will be accorded with protection of confidentiality of identity, to the extent of reasonably practicable. In addition, an employee who whistle-blow internally will also be protected against any adverse and detrimental actions against him/her, provided such disclosure is made in good faith and without malice. The information provided shall be kept strictly confidential and KHIB will not tolerate any harassment or victimization and will take appropriate action to protect the whistle-blower when he/she raises the concern in good faith. KHIB will not penalise any employee who raises such genuine concerns even though his/her concern was found mistaken after due enquiry.

## ANONYMOUS WHISTLEBLOWER

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

## NOTIFICATION

Upon the completion of the whistle-blowing process and procedures, the whistle-blower will be accorded the privilege to be notified on the outcome of the investigation on the disclosure.



## **ADOPTION AND REVIEW**

The Board has overall responsibility for this policy and shall oversee the implementation of this policy.

This Policy was adopted by the Board on 26 September 2014, and last reviewed on 25 March 2022.

The Board will review this Policy annually to ensure that it remains consistent with the Board's roles and objectives.