



**CB INDUSTRIAL PRODUCT HOLDING BERHAD** (428930-H)



# **WHISTLEBLOWER POLICY**



## **Whistleblower Policy**

### **1. Objective and Purpose**

CB Industrial Product Holding Berhad (“CBIP”) is fully aware the importance of the adequacy of the corporate ethical conducts to promote transparency.

This Whistleblower Policy (“the Policy”) is a policy to facilitate and address all complaints aims to support CBIP and its subsidiaries (“the Group”) in the disclosure matter and potential violation to the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, Corporate Ethical Code of Conduct and Governance Requirements to safeguard the Group’s assets, shareholders and stakeholders.

The Group encourages the participation by any party to play an important role to maintain the highest ethical conduct within the Group in disclosing any improper conduct. The Policy is to establish an alternative channel of communication and reporting by any obligated party and to bring the Audit Committee closer to the grassroots of the Group.

The Policy is to deal on any matter that deemed as improper conduct that would jeopardize the operations, financial and, the interest of all shareholders and stakeholders. These conducts may include, but are not necessarily limited to the following areas:

- Financially and economically dishonest, mishandling or fraud.
- Falsification and fabrication of records and documents.
- Failure to comply with any law and regulation.
- Accepting gifts and bribes for personal interest.
- Misuse and theft of inventory or asset;
- Serious breaching of the company’s policies and procedures.
- Truancy during working days.
- Any attempt to cover any misconduct by whosoever.
- Criminal and unhealthy activities.
- Any act of harassment
- Any matter or conduct subjected to the absolute discretion of the Audit Committee.



## **2. Procedure**

- a. The details of the disclosure and the undersigned must be completed in the Whistleblower Form (“the Form”) as per APPENDIX A.
- b. The Form must be forwarded to the Audit Committee by a sealed envelope labelled on the bottom right with ***“To be opened by Senior Independent Non-Executive Director”*** and addressed to:

Group Internal Audit Department  
CB Industrial Product Holding Berhad  
Lot 4, Jalan Waja 15,  
Kawasan Perusahaan Telok Panglima Garang,  
42500, Telok Panglima Garang,  
Selangor Darul Ehsan,  
Malaysia.

- c. After the received of the Form, the Audit Committee will exercise its full authority to:
  - i. determine the credibility or legitimacy of the disclosure.
  - ii. Instruct further action.
  - iii. determine of which party to conduct the investigation.
  - iv. ensure the investigation is conducted with fair and unbiased without pressure from any party.
- d. Upon the completion of the investigation, the Group Internal Audit Department will present the outcome of the investigation to the Audit Committee.
- e. After the investigation report had been presented and based on the recommendation(s) derived from established policies and procedures, the Audit Committee will communicate to the Senior Management for immediate action.
- f. After action had been taken based on the recommendation(s) in the investigation report, the Senior Management will inform the Group Internal Audit Department the status of implementations for the updating of the development to the Audit Committee.
- g. Notification will then be made to the whistleblower on the outcome of the disclosure.



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### **3. Confidentiality and Protection**

A whistleblower will be accorded with protection of confidentiality of identity. Anyone whistleblows be it an employee, other than stakeholder or shareholder will also be protected against any adverse and detrimental actions for disclosing any improper conduct committed or about to be committed within the Group, provided that the disclosure is made in good faith. Such protection is accorded even if the investigation later reveals that the whistleblower is mistaken as to the facts and the rules and procedures involved.

Anonymous whistleblowers will not be entertained.

**This Policy is dated 18/08/2015.**



**APPENDIX A**

**WHISTLEBLOWER FORM**

<b>Whistleblower Report</b>	
<b>To: Senior Independent Non-Executive Director</b>	
Incident Date:	
Incident Time:	
Place of Incident:	
Name of Alleged Perpetrator:	
Description of the Incident:	
Name of the Whistleblower:	
Contact No./E-mail Address:	
Date:	
Signature	
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Note: all columns are compulsory to facilitate investigation.	