



KUALA LUMPUR KEPONG BERHAD

197301001526 (15043-V)

KLK GROUP WHISTLEBLOWING POLICY

JANUARY 2019



GROUP WHISTLEBLOWING POLICY

1. INTRODUCTION AND DEFINITION

- 1.1 Kuala Lumpur Kepong Berhad (hereinafter referred to as the "Company") is committed in ensuring the highest standards of integrity from all its stakeholders. The Company views seriously any wrongdoing on the part of any of its stakeholders.
- 1.2 This Group Whistleblowing Policy (hereinafter referred to as "Policy") establishes a framework where stakeholders can raise in confidence possible corporate misdemeanours.
- 1.3 Stakeholders include employees, business partners, customers, contractors, suppliers, trading and joint-venture ("JV") partners, shareholders and members of the public, where relevant.
- 1.4 For the purpose of this Policy, whistleblowing is defined as:

"The disclosure of information or activity of an individual or organisational malpractice by a person who has or had access to data, events or information about an actual, suspected or anticipated wrongdoing or by employees and/or members of the Company and those who are within its control. These include activities that are deemed illegal, unethical, or incorrect.

The 'whistleblower' is the person who makes such report."

2. SCOPE OF POLICY

- 2.1 The Policy is applicable to all stakeholders of the Company, its subsidiaries and associate companies.
- 2.2 The Policy shall be read in conjunction with the relevant laws and regulations of the respective countries where we operate and in the event of any conflict with this Policy, the laws and regulations of the said country shall prevail.

3. PURPOSE

- 3.1 The Company is committed to maintain high work standards and ethics in all of its practices. Hence, whistleblowing is viewed positively by the Company as a means to ensure that the standards by which the Company subscribes to are upheld and maintained at the highest level.
- 3.2 The Policy provides an avenue to raise a legitimate concern about the actual or suspected improprieties at the earliest opportunity for expeditious investigation.
- 3.3 The whistleblowing channel has been created to help stakeholders raise their concern, without fear of retaliation and provide protection from reprisals and victimisation in respect of whistleblowing done in good faith.
- 3.4 This Policy is not intended to replace in any way and is in addition to the existing grievance or complaints procedures established relating to personal grievances concerning an individual's terms and conditions of employment, performance assessments or other aspects of the working relationship.



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4. REPORTABLE INCIDENTS

4.1 Anyone who makes a disclosure must reasonably believe that:

4.1.1 They are acting in the Company's and/or public interest;

4.1.2 The disclosure tends to show past, present or likely future wrongdoing that may but not be limited to the following categories:

- a. Concerns about the operational, accounting, internal control, omission of duties or auditing matters;
- b. Criminal offences (may include types of financial impropriety such as fraud, corruption, theft, malpractices, and/or misuse of the Company's properties, assets, or resources);
- c. Failure to comply with an obligation set out in law of the land, rules, regulations, policies and practices;
- d. Conduct which is an offence or breach of law;
- e. Acts which are in conflict of interest;
- f. Miscarriages of justice;
- g. Misappropriation of assets;
- h. Misuse and/or unauthorised disclosure of confidential information;
- i. Breaches of the Company's policies and codes of conduct which may include but not limited to the following:
 - Endangering someone's health and safety;
 - Sexual harassment;
 - Acts that cause negative effects to the environment and communities;
 - Fraud against investors or the making of fraudulent statements to the stock exchange regulators, investors, government/state authorities and general public;
 - Deliberate efforts to mislead, deceive, manipulate, coerce or fraudulently influence any internal or external accountant or auditor in connection with preparation, examination, audit or review of any documents of the Company. This includes providing false or misleading information (including suppression of any material facts or information);
 - Any other matters which can cause losses to the Company and/or damage to its reputation; or
 - Covering up of any wrongdoing with regards to any of the aforementioned matters.

5. PROTECTION AGAINST REPRISALS

5.1 Anyone filing a written complaint concerning a violation or suspected violation must act in good faith and have reasonable grounds for believing that the information disclosed indicates a violation.

5.2 All genuine whistleblowing done in good faith under the Policy and in line with the prevailing laws will be protected against any loss or retribution in connection with the disclosure. Whistleblowers who commit genuine mistake with regards to the disclosure will similarly be protected.

5.3 The Company shall not tolerate any direct or indirect harassment, discrimination or victimisation (including informal pressure) against the whistleblowers and shall take the appropriate action to protect them.



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5.4 On the other hand, persons who deliberately made any allegation that found to be malicious/false and/or those who abuse the policy may be subjected to disciplinary action.

6. CONFIDENTIALITY

6.1 The Company encourages whistleblowers to identify themselves when reporting. All information provided shall be treated with the highest level of confidentiality.

6.2 There may be situations where the Company would need to disclose the information provided by the whistleblower which may include but not be limited to the following circumstances:

- Where the Company is under a legal obligation to disclose the information provided;
- When the information is readily available in the public domain;
- Where the information is given on strict confidential basis to legal or auditing professionals with the purpose of seeking professional advice; and
- Where the information is provided to the statutory officials for possible criminal investigation.

7. PROCEDURE FOR RAISING A CONCERN AND/OR MAKING A REPORT

7.1 Reporting Procedures

7.1.1 Option 1

Report to immediate supervisor, manager or Head of Department (where applicable).

7.1.2 Option 2

If the matter raised involves the above persons, or if you prefer that they not be told, you may report to the following designated officers:

- a. Respective Head of Human Resources;
- b. Respective Head of the Business Sectors –
 - Group Plantations Director;
 - Managing Director, KLK OLEO;
 - Executive Director, KLK Land;
- c. Executive Director, Corporate Division; *or*
- d. Chairman of the Audit and Risk Committee of the Company.

7.1.3 Option 3

You may also submit your complaint in a sealed envelope clearly marked “Private & Confidential” and posted to the Company’s Head Office at the following address:

Bangunan Mayban Trust Ipoh

Level 9, No. 28, Jalan Tun Sambanthan 30000 Ipoh, Perak, Malaysia

Attn: [Designated officers mentioned in Item 7.1.2, where applicable]

7.1.4 Option 4

A report can be made via e-mail to hr@klk.com.my and addressed to the relevant designated officers in Item 7.1.2 with the required information. The report made via e-mail to the designated officers in Item 7.1.2 must be specifically indicated as Whistleblowing Report.



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7.1.5 **Option 5**

You may opt to report through telephone call to +605-240 8000 and speak to the Head of Human Resources. The call recipient will record the conversation in accordance with the format set out in Appendix I.

7.2 **How To Make A Report:**

7.2.1 Ideally the concerns should be raised in writing or alternatively via email.

7.2.2 If the whistleblower is uncomfortable to submit the complaint in writing, arrangement can be made to meet the aforementioned personnel as stated in Item 7.1.2.

7.2.3 Anonymous report or complaint is discouraged. However, such report will still be handled if it contains enough evidence or merits to commence investigation.

7.2.4 You may choose to report in the format set out in the Appendix 1.

7.2.5 Those who provide contact details will be contacted for further information and be updated on the result of the investigation into the complaint.



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APPENDIX A
PRIVATE & CONFIDENTIAL

WHISTLEBLOWER SUBMISSION FORM (OPTIONAL)

Incident Data

Date/Time:

Complainant Details and Contact

Optional

Name:

Contact:

Details of Allegation:

Please describe in detail

When and where did this happen?

Place, date, time, frequency

Are there any witness(es)?

If yes, what are their names and positions?

Other relevant details and evidence:

Documents, photograph, voice recording, videos, etc.