

**CHOO BEE METAL INDUSTRIES BERHAD**

**WHISTLE BLOWING POLICY**

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## **CHOO BEE METAL INDUSTRIES BERHAD WHISTLE BLOWING POLICY**

### **CHAPTER 1 POLICY STATEMENT**

- 1) Choo Bee Metal Industries Group (“CBMI”) is committed to achieving and maintaining high standards with regards to behaviour at work as set out in CBMI’s “Corporate Vision”.
- 2) In order to achieve the standards set therein, all employees and stakeholders are encouraged to report genuine concerns about unethical behaviour, malpractices, illegal acts or failure to comply with regulatory requirements without fear of reprisal and should they act in good faith when reporting such concerns.
- 3) CBMI views any harassments or retaliations in any form or manner against genuine whistle blower seriously and will treat such actions as gross misconduct, which if proven, may lead to dismissal.
- 4) The policy is applicable to all companies within CBMI.

### **CHAPTER 2 WHISTLE BLOWING**

- 1) Whistle blowing specifically means a worker or stakeholders can report or disclose through established channels, concerns about unethical behaviour, malpractices, illegal acts or failure to comply with regulatory requirements that is taking place/has taken place/may take place in the future.
- 2) Only genuine concerns should be reported under whistle blowing procedures. This report should be made in good faith with a reasonable belief that the information and any allegations in it are substantially true, and the report is not made for personal gain. Malicious and false allegations will be viewed seriously and treated as a gross misconduct and if proven may lead to dismissal.

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**CHAPTER 3 PROCEDURES**

- 1) Any concern should be raised with immediate superior. If for any reason, it is believed that this is not possible or appropriate, then the concern should be reported to Chief Executive Officer as follows:

Name:	Soon Cheng Hai
E-mail:	simonsoon@choobee.com.my
Telephone:	05-255-8111-Ext 110
Mail:	Choo Bee Metal Industries Berhad Wisma Soon TeikAun Jalan Bendahara 31650 Ipoh Perak, Malaysia  Attention: Mr Simon Soon, Chief Executive Officer  <i>Mark Strictly Confidential</i>

- 2) In case where reporting to the management is a concern, then the report should be made to the Chairman of Audit and Risk Management Committee. Channel of reporting to the Chairman of Audit and Risk Management Committee are:

Name:	Lim Chee Hoong
E-mail:	chlim@lltc.com
Telephone:	05-545 3935; 05-545 3936
Mail	CHI-LLTC Wisma CH No. 140 & 142, Hala Wah Keong Taman Mirindi 31400 Ipoh Perak, Malaysia  Attention: Mr Lim Chee Hoong, Partner  <i>Mark Strictly Confidential</i>

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**CHAPTER 4 ACTIONS**

- 1) All reports will be investigated promptly by the person receiving the report. If required, he can obtain assistance from other resources within CBMI (e.g. legal or HR departments). The progress of investigation will be reported to the Audit and Risk Management Committee no later than the next scheduled meeting.
- 2) Reports received anonymously will be treated with confidentiality.
- 3) The person making anonymous report will be advised that maintaining anonymity may hinder an investigation. Irrespective of this, anonymity will be maintained as long as it's permitted by law or the person making the report indicates that he no longer wishes to remain anonymous.
- 4) Upon completion of investigation, appropriate course of action will be recommended to the Audit and Risk Management Committee for their deliberation. Decision taken by the Audit and Risk Management Committee will be implemented immediately.
- 5) Where possible, steps will also be implemented to prevent similar situation arising.

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**CHAPTER 5 FURTHER ACTION**

- 1) If for any reasons, the person making the report is not satisfied with the way his report had been dealt with, he can escalate the report to the Chairman of Audit and Risk Management Committee. Channel of reporting as follows:

Name:	Lim Chee Hoong
E-mail:	chlim@lltc.com
Telephone:	05-545 3935; 05-545 3936
Mail	CHI-LLTC Wisma CH No. 140 & 142, Hala Wah Keong Taman Mirindi 31400 Ipoh Perak, Malaysia  Attention: Mr Lim Chee Hoong, Partner  <i>Mark Strictly Confidential</i>

- 2) Chairman of Audit and Risk Management Committee will deliberate the report with his Committee members