

SKB SHUTTERS CORPORATION BERHAD

WHISTLE BLOWING POLICY AND PROCEDURE

The objective of this whistle blowing policy and procedure is to provide guidance and comfort to whistle blowers for reporting any wrongdoings and violation of the Code of Conduct and Ethics.

1. PRINCIPLES

- The whistle blower may identify himself or herself or remain anonymous when reporting suspected and/or known misconduct and wrongdoings;
- The identity of the whistle blower and all concerns raised would be treated as private and confidential in order to protect the whistle blower from victimisation or harassment arises from the reporting. However, the whistle blower may be required to come forward as a witness in accordance with any applicable laws and regulations;
- Whistle blower and any persons related or associated with the whistle blower are protected against any detrimental action in reprisal for whistle blowing improper conducts. However, this protection would not be extended to person who maliciously raises matter he/she knows is untrue; and
- Any employee reporting on any concern must make it in good faith with reasonable belief that it is true, without malicious or false allegation and not for personal gain. Any employee found to make false and malicious allegation shall be subjected to disciplinary actions by the Company and/or legal action by the Company.

2. WHISTLE BLOWING CHANNEL

Stakeholders who knows of, or suspects a violation of the Code may report the incidence to the Board Chairman or the Audit Committee Chairman by emailing to skb@whistleblower.com.my or posting to PO Box #911, L2- 08, Level 2, Cheras Leisure Mall, Jalan Manis 6, Taman Segar, 56100 Kuala Lumpur.

The Internal Auditors shall maintain a record of the notification received and on quarterly basis, prepare a summary report and present it to the Audit Committee.

SKB SHUTTERS CORPORATION BERHAD

WHISTLE BLOWING POLICY AND PROCEDURE

3. INVESTIGATION AND OUTCOMES

All complaints will be investigated. The Internal Auditors shall review each claim and pursue it to the extent that the information and evidence received allows. The Internal Auditors shall begin preliminary investigations to establish whether the claim has merit and can be substantiated.

However, the Board Chairman or the Audit Committee Chairman may individually or jointly seek assistance from external resources when conducting his/her investigation at the cost of the Group.

Upon completion of investigation, the Board as a whole shall collectively decide the appropriate actions for:

- a. Informing the whistleblowers the status of the findings;
- b. Initiating disciplinary action against any persons who has committed improper conducts;
- c. Making a police report where the improper conduct constitutes a criminal offence; and
- d. Recommending steps to be implemented to prevent similar situation from repeating in the future.

This Whistle Blowing Policy and Procedure is made in accordance with the resolution of the Board dated 21 June 2019.