**POLICY** 

WHISTLE BLOWING POLICY

Doc. No.: JFC/IAD/P002

Rev. No.: 00

Eff. Date: 1st Dec 2021



### 1. PURPOSE

- 1.1 Jasmine Food Corporation Sendirian Berhad ("JFC") and its subsidiaries (collectively referred to as the "Group") are 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.
- 1.2 Recognizing the abovementioned values, JFC provides avenue for all employees of JFC and its subsidiaries and members of the public to disclose any improper conduct within JFC.
- 1.3 This policy is to provide an avenue for all employees of JFC and members of the public to disclose any improper conduct in accordance with the procedures as provided for under this policy and to provide protection for employees and members of the public who report such allegations.
- 1.4 This paper has been established to document all work procedures requirement within the group with respect to whistleblowing activities in Jasmine Food Corporation Sdn. Bhd., thus ensuring its traceability, standardization, and integrity.

#### 2. SCOPE

- 2.1 This policy is designed to facilitate employees and members of the public to disclose any improper conduct (misconduct or criminal offence) through internal channel. Such misconduct or criminal offences include the following:
  - i. Fraud;
  - ii. Bribery;
  - iii. Abuse of Power;
  - iv. Conflict of Interest;
  - v. Theft or embezzlement;
  - vi. Misuse of Company's Property;
  - vii. Non Compliance with Procedure
- 2.2 The above list is not exhaustive and includes any act or omissions, which if proven, will constitute an act of misconduct under relevant legislations in force.
- 2.3 This policy applies to the group governing its immediate internal staff throughout Jasmine Food Corporation Sdn. Bhd. and subsidiaries.

**POLICY** 

WHISTLE BLOWING POLICY

Doc. No.: JFC/IAD/P002

Rev. No.: 00

Eff. Date: 1st Dec 2021



#### 3. APPLICABITY & RESPONSIBILITIES

- 3.1 Subject to the requirement of applicable local jurisdiction, this policy applies to all employees of JFC and its subsidiaries. This policy also applies to members of the public, where relevant.
- 3.2 Everyone is responsible to upkeep all documentation marked as confidential.
- 3.3 The owner of a document should be responsible to verify whether the documents are confidential or not.

#### 4. POLICY DETAILS

### 4.1 Procedure in Making a Disclosure

Any employee or member of the public who has knowledge or aware of any improper conduct (misconduct or criminal offence) committed or about to be committed within JFC Group is encouraged to make disclosure by following the procedures as stated in this document.

#### 4.1a Reporting Channels

Disclosures can be made to ANY of the following reporting channels, in strict confidential manner:-

- i. Email to ia@jasmine.com.my;
- ii. In person to Internal Audit Department using the prescribed Whistleblowing Form;
- iii. In writing to JFC Whistleblowing Committee, Lot 5, Jalan 25/124, Seksyen 25, 40000 Shah Alam, Selangor Darul Ehsan.; or
- iv. Hotline at 03-51223188 (request transfer to Internal Audit Department) from Monday to Friday during office hours (9am to 6pm).

#### 4.1b Disclosure of Identity

In order to enable the Group to accord the Whistleblower with the necessary protection under the Policy and also to obtain more details pertaining to the disclosure, the Whistleblower is required to disclose his/her personal details as follows:-

i. Name;

#### **POLICY**

WHISTLE BLOWING POLICY

Doc. No.: JFC/IAD/P002

Rev. No.: 00

Eff. Date: 1st Dec 2021



#### ii. Contact Details

These personal details will be kept **CONFIDENTIAL**.

#### 4.1c Scope of Reporting

Any improper conduct (misconduct or criminal offence) including but NOT limited to the following:

- i. Fraud;
- ii. Bribery;
- iii. Abuse of Power:
- iv. Conflict of Interest;
- v. Theft or embezzlement;
- vi. Misuse of Company's Property;
- vii. Non Compliance to Procedure.

Only genuine concerns should be disclosed. The Whistleblower is responsible to ensure that the disclosure is made in good faith and free from any malicious intent. In addition, any disclosure which is found to be frivolous or vexatious will not be entertained.

If the investigation later revealed that the disclosure was made with malicious intent, appropriate action can be taken against the Whistleblower.

The Whistleblower who wishes to withdraw his/her disclosure is required to write to the relevant Reporting Channel and provide reason(s) for the withdrawal. Nevertheless, the Group reserves the right to proceed with investigation on the subject matter of the disclosure.

#### 4.1d Content of the Disclosure

Any disclosure made here in should contain the following information:

- i. Details of the person (s) involved;
- ii. Details of the allegation
  - a. Nature of the allegation;
  - b. Where and when the alleged misconduct/wrongdoing took place;
- iii. Other relevant information; and
- iv. Any supporting evidence if available.

**POLICY** 

WHISTLE BLOWING POLICY

Doc. No.: JFC/IAD/P002

Rev. No.: 00

Eff. Date: 1st Dec 2021



#### 4.2 Protection to Whistleblower

A whistleblower will be accorded with protection of confidentiality of identity, to the extent reasonably practicable. In addition, an employee who whistleblows internally will also be protected against any adverse and detrimental actions for disclosing any improper conduct committed or about to be committed within JFC, to the extent reasonably practicable, 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.

The protection to the Whistleblower can be revoked under the following circumstances, among others:-

- i. The Whistleblower participated in the improper conduct;
- ii. The Whistleblower willfully discloses a false statement;
- iii. The disclosure is made with malicious intent; or
- iv. The disclosure is frivolous or vexatious.

#### 4.3 Anonymous Whistleblower

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

#### 4.4 Notification on the Outcome of the Disclosure

Upon the completion of the whistleblowing process and procedures, the whistleblower will be accorded the privilege to be notified on the outcome of the disclosure.

#### **POLICY**

WHISTLE BLOWING POLICY

Doc. No.: JFC/IAD/P002

Rev. No.: 00

Eff. Date: 1st Dec 2021



## **Process of Making Disclosure**

#### Whistleblower

- Makes the disclosure via one of the reporting channels
- Email
- In person to Internal Audit Department
- In writing to JFC Whistleblowing Committee
- Hotline



## **Whistleblowing Secretariat**

- Administers, classifies and evaluates disclosure



## **Whistleblowing Committee (WBC)**

- Deliberates on the disclosure and decides on the next course of action



## **Investigation Team**

- Conducts investigation



## **Human Resources Management**

- Takes necessary action e.g. disciplinary action and etc.



#### Whistleblower

- Notified on the outcome of disclosure

 ${\it JFC}\ reserves\ the\ right\ to\ amend\ the\ procedures\ contained\ in\ this\ document\ from\ time\ to\ time.$ 

**POLICY** 

WHISTLE BLOWING POLICY

Doc. No.: JFC/IAD/P002

Rev. No.: 00

Eff. Date: 1st Dec 2021



# **Whistleblowing Form**

Type or complete in ink and return this form to:

## **JFC Whistleblowing Committee**

Jasmine Food Corporation Sdn Bhd, Lot 5, Jalan Sejahtera 25/124, Seksyen 25, 40000 Shah Alam, Selangor.

Tel: 603 - 51223188

Email: ia@jasmine.com.my

1.	Name of the person(s) you are reporting:		
2.	Name of the department and branch in which that person works:		
3.	Please provide a summary of the alleged improper conduct that you are reporting. Please attach a separate narrative if necessary, as well as documentation / video / photo / voice record to support your claim:		
4.	Please provide dates (month, day, year) and venue that the alleged activity occurred:		

POLICY

WHISTLE BLOWING POLICY

Doc. No.: JFC/IAD/P002

Rev. No.: 00

Eff. Date: 1st Dec 2021



5.	Provide information on relevant witnesses, if any, including email, telephone and/or the		
	best way to get in touch with them.		
	Witness #1		
	Name:		
	Email:		
	Phone No:		
	Witness #2		
	Name:		
	Email:		
	Phone No:		
	Any additional information concerning these witnesses:		
_			
5.	Please explain why you believe the person you are reporting has committed these act		
	knowingly, willingly and intentionally:		
7.	Please provide any other information you may find relevant:		
3.	Please provide any supporting evidence if available as attachment.		
Э.	In order to enable the Group to accord the Whistleblower with the necessary protection		
	under the Policy and also to obtain more details pertaining to the disclosure, please		
	disclose your personal details as follow, these personal details will be kep		
	CONFIDENTIAL:		
	Your Name:		
	Your Email:		
	Your Phone No:		

**POLICY** 

WHISTLE BLOWING POLICY

Doc. No.: JFC/IAD/P002

Rev. No.: 00

Eff. Date: 1st Dec 2021



Preparer: Jacky Tai - Internal Audit Manager

VERIFIED BY		APPROVED BY
NAME: JANET ONG DESIGNATION: ASSISTANT GENERAL MANAGER	NAME: ALAN KWONG  DESIGNATION: CHIEF FINANCIAL OFFICER	NAME: LIM SWEE KEAT  DESIGNATION: CHIEF EXECUTIVE OFFICER
GENERAL WANAGER	OTTICEN	OTTICEN

## **Disclaimer:**

This Policy was established to provide guidance to Jasmine Food Corporation Sdn. Bhd.'s staff in performing the activities defined herein, in a consistent and standardized manner. The company reserves the right to amend the contents of this document at any time as deemed necessary.