



POLICY ON WHISTLE BLOWING

HR / 2018 / 030
Rev 5- (01.03.2023)

A) GENERAL STATEMENT

This section explains the guidelines on Whistle Blowing. This policy intends to provide an avenue for employees to raise issues or care for the concern. In return the complainant shall be reassured that they will be protected from any form of reprisals or victimization for his/her act of whistle blowing which it was done in a good faith.

B) SCOPE

This Whistleblowing Policy applies to the Company and all its subsidiary companies including all employees (whether permanent, contract, part-time or casual), Directors, Shareholders, Consultants, Vendors, Contractors, external agencies or any parties with a business relationship with the Company or its subsidiaries.

C) POLICY

This policy applies to all employees of Can-One Berhad (Subsidiaries/Branches) and its intended to encourage employees to raise concerns, in confidence on the irregularities that being taking place.

1. Integrity

Business Integrity is the key standard for the selection and retention of those who represent Can-One Berhad (Subsidiaries/Branches). Can-One Berhad (Subsidiaries/Branches) will display high integrity value, irrespective dealing with internal staff or external parties, i.e, customers, brand owners, suppliers, government officials, etc. Can-One Berhad (Subsidiaries/Branches) will observe and follow standard procedures set and must respect one another so that all will be treated equally and fairly. Paying bribes or kickbacks, engaging in industrial espionage, leaking data in Can-One Berhad (Subsidiaries/Branches) customers' information to 3rd Party without authority, or gaining inside information or influence are just a few examples of what could give us an unfair competitive advantage and could result violations of law.

2. Anti-Bribery & Corruption Policy

Any form of bribery and corruption is prohibited. Can-One Berhad (Subsidiaries/Branches) and any third party acting on Can-One Berhad's (Subsidiaries/Branches) behalf must not provide, offer or accept bribes, kickbacks, corrupt payments, facilitation payments, or inappropriate gifts. All Can-One Berhad (Subsidiaries/Branches) and any third party acting on Can-One Berhad's (Subsidiaries/Branches) behalf must comply with all applicable anti-bribery laws and regulations.

3. This policy will be in line with Policy on Corporate Code of Conduct (HR/2018/031).

(w.e.f 1st January 2023)



The objective of this Policy:-

- a) Deter wrong doing and to promote standards of good corporate practices.
- b) Provide proper avenues, channel or platform to raise or report any concern/issues about actual or suspected improprieties in matters of financial reporting or other matters and receive feedback on any action taken against the concern/issues, such as and not limited to fraud, thefts, dishonest acts, profiteering as a result of insider knowledge, accepting or giving bribes, intimidation, discrimination or harassment of staff (same or opposite sex), misappropriation of funds, disclosure of confidential information or documents to external parties, conflict of interests in business dealing with external parties or involved in prohibited activities.
- c) Give employees the assurance that they will be protected from reprisals or victimization for whistle blowing in good faith.
- d) The results of the investigation will only be disclosed to the whistle blower, if the whistle blower identifies himself/herself.

The channel for reporting of such concerns or matters, which shall be reported either via telephone, email and letters.

4. COMMUNICATION CHANNEL

- a) Disclosure of information should initially and promptly be made by the Whistleblower to one or more of the following persons within the Company:
 - Dato' Seri Subahan Bin Kamal
(Senior Independent Non-Executive Chairman)
 - Yeoh Jin Hoe
(Non-Independent Non-Executive Director)
 - Yeo Jin Beng
(Non-Independent Non-Executive Director)
 - Razmi Bin Alias
(Independent Non-Executive Director)
 - Foo Kee Fatt
(Independent Non-Executive Director)
 - Marc Francis Yeoh Min Chang
(Group Managing Director)



b) Report or disclosure under this Policy can be made through writing by email or mail addressed to the above persons as below.

<u>Mailing Address:</u>	<u>Email Address :-</u>
Can-One Berhad 2B-4, Level 4, Jalan SS 6/6, Kelana Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia	Group Company Secretary Ms.Lydia Tong Yiu Shyian-Shyian tong.yiu.shyian@canone.com.my Ms.Kwong Shuk Fong shukfong@canone.com.my

(w.e.f 1st March 2023)

- An employee concerned about speaking to another member of staff can speak, in confidence, directly to Group Managing Director - Mr.Marc Francis Yeoh Min Chang at marcyeoh@canone.com.my

5. CONFIDENTIALITY & PROTECTION

a) A Whistleblower must identify himself / herself when submitting a complaint / disclosure. Upon making the disclosure in good faith:

- The Whistleblower will be protected from any reprisal within the Company or its subsidiaries as a direct consequence of the disclosure. ('Reprisal' means disciplinary measures, demotion, suspension or termination of employment or service);
- The Whistleblower's identity shall be protected i.e. kept confidential unless otherwise required by law or for purposes of any proceedings by or against the Company;
- The identity and personal information of the Whistleblower and the alleged wrongdoer may be revealed to persons involved in the investigations or any other process.

b) Protection under 5(a) above will be accorded by the Company only when the Whistleblower satisfies all the following conditions:

- The disclosure is done in good faith;
- The whistleblower is aware that the information and any allegations disclosed are true;
- The whistleblower has not communicated the disclosure to any other party not related to the disclosure;
- The disclosure made is not for personal gain or interest.



- c) The Company views seriously any false, malicious or defamatory allegation. This can be considered as gross misconduct where appropriate disciplinary action may be taken by the Company.
- d) Suppliers/ Vendors of the Company and members of the public who become a Whistleblower will also be protected by the Company as to his / her / its identity subject to satisfying all conditions in 5(b) above.
- d) Employee and industrial relations related issues and human resources related issues are excluded from the operation of this Policy because they are other established mechanisms to raise such complaints.
- e) The Company will treat all such disclosures / reports in a confidential and sensitive manner and will only reveal information on a “need to know” basis or if required by law, court or authority. Employees who have raised concerns internally will be informed of who is handling the matter, how they can make contact with them and if there is any further assistance required. Employees’ identities will not be disclosed without prior consent. Where concerns cannot be resolved without revealing the identity of the employee raising the concern, we will enter into a dialogue with the employee concerned as to whether and how we can proceed.

(w.e.f 12th December 2018)

3. REVIEW OF THIS POLICY

The Board of Directors reserve the right to change, add, suspend, cancel, remove, discontinue or otherwise modify this Policy unilaterally at any time without notice. Modification may be necessary, among other reasons, to maintain compliance with laws and regulation and / or accommodate organizational changes within the Company or Group.