

FOCUS OF COMPLAINTS



A whistleblower's complaint is regarded as confidential and critical information relating to any misconduct by staff, consultants or contractors within the DRB-HICOM Group of Companies.

Improper conduct among others include:

- Suspected or actual incidents of fraud or corruption, breaches in any law or regulations in Malaysia, Company's policies, procedures or legal obligation and misleading or deceptive conduct of any kind
- Non-disclosure or any subversion of the internal or external audit process
- Breach of confidentiality obligations
- Abuse of authority
- Criminal breach of trust
- Criminal offence
- Embezzlement / misappropriation of company's funds
- Profiteering based on inside knowledge of the Group's activities
- Misuse of company information
- Forgery / alteration of any document or account within the Group
- Procurement fraud / suspicious dealings
- Negligence
- Impersonation of officials
- Money laundering
- Workers compensation fraud
- Asset misappropriation
- Complaints from customers regarding the Group's services, including those submitted via the Public Complaints Management System ("SISPA")
- Any other detrimental wrongdoing or improper conduct

REPORT IMPROPER ACTIVITIES

Report In Person/Mail:

Group Internal Audit & Integrity Division

Level 5, Wisma DRB-HICOM
No. 2, Jalan Usahawan U1/8,
Seksyen U1, 40150 Shah Alam,
Selangor Darul Ehsan, Malaysia

Other Reporting Channels:

Whistleblowing Box at Level 1 & Level 5 of Wisma DRB-HICOM

1-800-88-2005

whistleblowing@drb-hicom.com

DRB-HICOM

WHISTLEBLOWING POLICY SUMMARY



GROUP INTERNAL AUDIT & INTEGRITY DIVISION



PURPOSE

The DRB-HICOM Group's Whistleblowing Policy outlines the Company's commitment to ensure that employees are able to raise concerns regarding any illegal conduct or malpractice without being subjected to victimisation, harassment or discriminatory treatment, and to have such concerns properly investigated.

The Whistleblowing Policy sets out the mechanism and framework by which employees, business associates, and third parties can confidently and anonymously, if they wish, voice concerns/complaints in a responsible manner without fear of discriminatory treatment.

REQUIRED INFORMATION

Your complaint has to be submitted together with the following information:

- Type of activity / conduct
- Details of suspected personnel / party involved
- Details of incident (including place, date and time of incident, as well as names of those involved)
- Transaction amount and type (if it is known)
- Any document, information or physical evidence relating to the complaint

PROTECTION

All disclosures made under this Policy will be dealt with in a confidential manner.

The identity of all complainants will be kept confidential and protected.

Whistleblowers are protected under the Laws of Malaysia Act 711:

Whistleblower Protection Act, 2010

Making a complaint under the Whistleblowing Policy does not shield the complainant from consequences if it is found that the person is also involved in the same / other improper conducts or unlawful activity under the Policy.



HOW TO REPORT?

All complaints and improper activity reports can be made through these channels:

1. Call the Whistleblowing Hotline **1-800-88-2005**
2. Send an e-mail to **whistleblowing@drb-hicom.com**
3. Post a letter to **Group Internal Audit & Integrity Division Level 5, Wisma DRB-HICOM No. 2, Jalan Usahawan U1/8, Seksyen U1, 40150 Shah Alam, Selangor Darul Ehsan, Malaysia**
4. Drop your complaint into the **Whistleblowing Box located at Level 1 and Level 5 of Wisma DRB-HICOM**

All these channels lead to the **Chairman of the Board of Directors, Chairman of the Board Audit Committee, and/or the Chief Internal Audit & Integrity Officer**, as outlined in the matrix below:

NO.	ACCUSED PARTY	ADDRESS COMPLAINT TO
i.	Chairman and/or Members of Board Audit Committee (BAC)	Chairman of Board of DRB-HICOM Berhad
ii.	• Chairman and/or Members of Board (other than Chairman of BAC) • Group Managing Director • Group Chief Operating Officer • Group Chief Financial Officer • Chief Internal Audit & Integrity Officer	Chairman of BAC of DRB-HICOM Berhad
iii.	• Employees (other than the above) • Business Associates • Third Parties	• Chairman of BAC of DRB-HICOM Berhad; and/or • Chief Internal Audit & Integrity Officer of DRB-HICOM Berhad

All whistleblower complaints received by subsidiary companies of the DRB-HICOM Group must be escalated to the Chief Internal Audit & Integrity Officer prior to commencing any thorough investigation.

For mailed/walk-in reports, place them in sealed envelopes labelled **"Strictly Confidential. To be opened by Addressee only"** on the top left-hand corner.

"All whistleblower information will be handled confidentially by designated personnel"

