

WHISTLE-BLOWING POLICY

Policy Statement

Fajarbaru Builder Group Bhd (“FAJARBARU”) is 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.

Recognizing the above mentioned values, FAJARBARU provides avenue for all employees of FAJARBARU and members of the public to disclose any improper conduct within FAJARBARU.

Objective of the Policy

This policy is to provide an avenue for all employees of FAJARBARU 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.

Scope of the Policy

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

The above list is not exhaustive and includes any act or omissions, which if proven, will constitute an act of misconduct under FAJARBARU’s Code of Conduct and Ethics or any criminal offence under relevant legislations in force.

This policy is not to invalidate the Grievance Procedure and/or the Disciplinary Action Process and Procedures (DAPP) but to provide more avenues for employees and members of the public to disclose improper conduct committed or about to be committed to the Company. The given procedures as reflected in the Collective Agreements, Executive Handbook and Code of Conduct and Ethics shall be operative based on the purpose and objective of their existence.

Applicability of the Policy Subject to the requirement of applicable local jurisdiction, this policy applies to all employees of FAJARBARU and its subsidiaries. This policy also applies to members of the public, where relevant.

Procedure in Making a Disclosure

All disclosures are to be channelled in accordance with the procedures as provided under this policy.

The Whistle-blowing Policy is posted on the Company's website at www.fajarbaru.com.my. Any improper conduct may be reported via the following channels:

1. Email directly to whistleblow@fajarbaru.com.my, which is accessible by the **Chairperson of the Audit Committee**;
2. In writing and forwarded in a sealed envelope to the **Chairperson of the Audit Committee**, No 61, & 63, Jalan SS 6/12, Kelana Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan.

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 FAJARBARU, 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.

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 Company in order for the Company to accord the necessary protection to him. However, the Company reserves its right to investigate into any anonymous disclosure.

Notification

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. FAJARBARU reserves the right to amend this policy from time to time.



Whistleblowing Reporting Form

Please provide the following details for any suspected misconduct and submit the form directly to the Whistleblowing committee. Do take note that you may be called upon to assist in the investigation if required.

1. WHISTLEBLOWER'S CONTACT INFORMATION

Name :	
Contact No :	
Email Address :	

2. SUSPECT'S INFORMATION

Name :	
Position :	
Division / Dept :	
Contact No :	
Email Address :	

3. WITNESS(ES) INFORMATION (IF ANY)

Name (1) :	
Division / Dept	
Contact No :	
Email Address :	
Name (2)	
Division / Dept	
Contact No :	
Email Address :	



Complaint : *Describe the misconduct and how you know about it. Specify what, who, when, where and how. If there is more than one allegation, number each allegation and use as many pages as necessary.*

1. What was the misconduct which has occurred?

2. Who had committed the misconduct?

3. When did it happen and when did you notice it?

4. Where did it happen?

5. Is there any evidence that you can provide?

6. Are there any other parties involved other than the suspect stated above?

7. Do you have any other details or information which would assist us in the investigation?

8. Any other comments

Date :

Signature :



For Whistleblowing Committee Use	Complaint No :
Received by :	Received on :
	Acknowledgement sent on :
Investigation required (Y/N)? (If no, please state the reason why)	
Investigation to be done by :	
Investigation results:	
Action taken / conclusion :	
Signed off by :	