

DAYANG ENTERPRISE HOLDINGS BHD (712243-U)

WHISTLEBLOWING POLICY

1. INTRODUCTION

Dayang Enterprise Holdings Bhd, group of companies (herein refers as the “Company”) is committed to promote and maintain high standards of integrity, openness and accountability in the conduct of its businesses and operations. An accountable and transparent workplace provides a mechanism for employees to voice genuine concerns in an appropriate manner.

2. OBJECTIVE

The objective of this policy is to provide an avenue for all employees of the Company and stakeholders (i.e. suppliers, customers, shareholders or members of the public) (collectively referred to as “Whistleblowers”) to report his/her concern in good faith and in accordance with the procedures as provided for under this policy so that issues could be addressed to the appropriate person and proper course of action be taken and also to protect the Whistleblower who report such allegations from reprisal and/or retaliation.

3. SCOPE

All employees and members of the public are encouraged to report any improper conduct through internal channel. Improper Conduct is any conduct which, if proved, constitutes a disciplinary action or a criminal offence. These include but not limited to, the following:

- i) Criminal offences, unlawful acts, fraud, corruption, bribery and blackmail;
- ii) Failure to comply with legal or regulatory obligations;
- iii) Misuse of the Company’s funds or assets;
- iv) An act or omission which creates a substantial and specific danger to the lives, health or safety of the employees or the public or the environment;
- v) Unsafe work practices or substantial of company resources;
- vi) Abuse of power by an officer of the Company and
- vii) Deliberate concealment of information (which includes, but not limited to, intentional omission, attempt to cover-up or providing false and misleading information).

4. PROTECTION

The Whistleblower shall be protected from any detrimental action as a direct consequence of the disclosure. Additionally, the Whistleblower’s identity and such other confidential information shall not be disclosed save with the Whistleblower’s consent or otherwise required by law.

The Protection conferred under this Policy is not affected notwithstanding that the disclosure of the improper conduct does not result in any disciplinary action on the person against whom the disclosure was made.

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5. PROCEDURE IN MAKING A DISCLOSURE

If a Whistleblower believes reasonably and in good faith that malpractices exist in the work place, the Whistleblower is encouraged to report this immediately to the Chairman of the Audit Committee (CAC) of the Company in accordance with the procedures as provided under this policy. This can be done in writing or by telephone. The disclosure should be addressed to:

Mr Koh Ek Chong
Chairman of Audit Committee
c/o Dayang Enterprise Holdings Bhd
Sublot 5-10, Lot 46, Block 10,
Jalan Taman Raja, MCLD,
98000 Miri, Sarawak.
Hp No. 019-8842890
Email Address: kohekchong@gmail.com

Any disclosure/report made herein shall contain the following information:

- a) Personal details of Whistleblower
 - i) Name;
 - ii) NRIC/Passport No; and
 - iii) Contact details
- b) Details of the person(s) involved;
- c) Details of the allegation;
- d) Any other relevant information and
- e) Any supporting evidence, if available.

If the concern is raised verbally, the information should put it in writing as soon as is practicable to ensure that it properly reflects the concerns that have been raised. The employee must also indicate if the concern is to be treated in confidence. The CAC receiving the information will make judgment of that confidence before disclosing it to other person. Where appropriate, the matter raised may involve an internal inquiry or more formal investigation, be referred to the police or be referred to the external auditor.

The CAC shall have the authority to:

- a) Determine the legitimacy of the disclosure;
- b) Direct further action and
- c) Determine who should conduct the investigation i.e. engage external expertise and management.

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6. CONSEQUENCES OF WRONGDONG OR WRONGFUL DISCLOSURE

The Whistleblower shall only disclose genuine concerns and reported in good faith and free from dishonest, mischievous or malicious intent. Any disclosures/report which is found to be incomplete, malicious or unsubstantiated will not be entertained.

If investigation later revealed that the report was made with malicious or mischievous or in bad faith, appropriate actions can be taken against the Whistleblower, which may include disciplinary measures, formal warning or reprimand or other form of action.

7. NOTIFICATION

- a) Upon conclusion of the investigation, the Chairman of the Audit Committee will present the outcome of the investigation to the Board of Directors (BOD).
- b) If the BOD is satisfied with the outcome of the investigation, it will instruct the CAC to communicate to the management to proceed with action based on established policy and procedures for the necessary disciplinary action to be taken immediately.

If the misconduct involves breach of statutory provisions, official report should be made to the relevant regulatory authorities.

- c) Senior Management must also take into account recommendations contain in the investigation report to prevent the conduct from continuing or occurring in the future.
- d) The Whistleblower shall be informed of the result of any investigation and/or any action taken by the Company in respect of the disclosure in accordance with the Policy.

8. REVIEW OF POLICY

This Whistleblowing Policy has been approved by the Board of Directors of Dayang Enterprise Holdings Bhd on 10 April 2019 and remains effective for the Group. Where necessary, changes to the policy will be made, subject to the approval of the Board of Directors.