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INNOPRISE PLANTATIONS BERHAD

199301030333 (285072-M)

Innoprise Plantations Berhad

WHISTLE BLOWING POLICY



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Introduction

Innoprise Plantations Berhad Group (the Group) is committed in maintaining the highest standards of honesty, openness and accountability in the conduct of business.

Scope

The Whistle Blowing Policy applies to all directors, employees and external parties and is encouraged to disclose any wrongdoing that may adversely impact the Group.

Types of Improper Conduct

The lists of Improper Conduct include, but are not limited to:

- 1) Fraud, corruption, bribery or other malpractice which could lead to a financial loss to the Group.
- 2) Criminal offences.
- 3) Failure of comply with legal obligations.
- 4) Breaches relating to the accuracy or integrity of the Group's financial statements.
- 5) Abuse of power and position.
- 6) Endangerment to the health and safety of any individual.
- 7) Non-compliance with the Group policy or breach of internal control.
- 8) Any other detrimental improper conduct which nature of the wrongdoing is subject to absolute discretion of the Committee.

This list is not exhaustive.

Communication Channel

Disclosure of information should be made by the whistleblower to one or more of the following person in writing, by telephone or e-mail and should be addressed to:

Lim Ted Hing
(Chairman, Independent Non-Executive Director)

Innoprise Plantations Berhad
2nd Floor, Bangunan TSH
TB9, KM7, Apas Road
91009 Tawau
Sabah

Tel. No: 089-212133
Fax No: 089- 271628
E-mail: jthlimster@gmail.com



Confidentiality

Reports or disclosure will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Protection of Whistleblower

The whistleblower identity shall not be disclosed and will be protected under the Whistleblower Protection Act 2010.

Acting in Good Faith

Anyone filing a complaint must be acting in good faith, accurate and have reasonable ground to believe that the information disclosed indicates a wrongdoing. Any allegations which prove to have been made knowingly to be false will be viewed as a serious disciplinary offense.

Procedures

- 1) If any employee believes reasonably and in good faith that malpractice exists in the work place, the employee should report this immediately to the line manager. However, if for any reason the employee is reluctant to do so, then the employee should report the concerns to either the:
 - Managing Director;
 - Audit Committee Chairman; or

Stakeholders may raise their concern to the Independent Non-Executive Director of the Company via the following channels by submitting in a sealed envelope marked “**Private and Confidential**” and addressed to Mr. Lim Ted Hing.

Regardless of the reporting channel adopted, Whistle Blower shall make confidential report using the Whistle-Blowing Form appended in Appendix to this Policy. For reporting via phone, the Whistle Blower shall submit the completed Whistle-Blowing Form subsequently within five (5) business days, addressed to the designated personnel to which the reporting was initially lodged in order to facilitate investigation process.

- 2) Although the concern raised will be regarded as strictly confidential, it may be revealed on a need to know basis to facilitate investigation process. The background and history of the concern, giving names, dates, places the reason for such concern should be set out in the While-Blowing Form. Whilst the Whistle Blower is not expected to prove the truth of an allegation, he/she will need to demonstrate that there are sufficient grounds for concern. Insufficient details in the Whistle-Blowing Form may impede the investigation and resolution of the concerns raised.
- 3) Save as required by law, the Whistle Blowers’ identities will not be disclosed without prior consent. Where concerns cannot be resolved without revealing the identity of the Whistle Blower, a dialogue will be carried out with the Whistle Blower as to whether and how the matter can be proceeded.
- 4) Initial inquiries will be conducted to decide whether an investigation is appropriate and, if so, what form it should take. Some concerns may be resolved by agreed action without the need for investigation.



- 5) Where appropriate, the matters raised may:
- be investigated by management, internal audit or through the disciplinary process
 - be referred to the external auditor
 - form the subject of an independent inquiry
- 6) The outcome of such investigation will be reported to the Board. Appropriate action will be taken to resolve the issue, which may result in disciplinary action, including dismissal or referral to the relevant authorities as the Board deems fit. Subject to legal constraints, the Whistle Blower will be informed of the outcome of the investigation as soon as is practicable.



WHISLE-BLOWING FORM

To:	
Incident Date:	Incident Time:
Incident Location:	
Name of alleged person/department:	
Description/circumstances of alleged incident (Please use attachment if necessary)	Please provide evidence to support the claim

Signature: _____

Name: _____

NRIC: _____

Dept/Company: _____

Contact No: _____

Date: _____