



REGISTRATION NO.: 199401005913 (291592-U)

WHISTLEBLOWING POLICY



As at 26 May 2022

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REVISION HISTORY LOG

Version No.	Section	Details of Amendments	Date of Approval by the Board
1	All	Documents published	26 May 2022

GLOSSARY

Term	Description
"Policy"	Whistleblowing Policy
"Ta Win Group"/ "the Group"	Ta Win Holdings Berhad and its subsidiaries, collectively
"WB Policy"	Refers to Ta Win Group's Whistleblowing Policy

1. OBJECTIVE

The Company is committed to the highest possible standards of openness, integrity and accountability. As part of good corporate governance, Ta Win has established a WB Policy that sets out avenues for legitimate concerns to be objectively investigated and addresses for all employees and members of the public to come forward and voice their concerns.

2. POLICY APPLICATION

This policy is applicable to all employees of Ta Win and its subsidiaries, as well as to stakeholders and members of the public, where relevant.

3. SCOPE

Whistleblowing is the voluntary disclosure of inappropriate, unethical or unlawful behaviour and practices by the management or employees. This policy provides a specific means by which employees, shareholders or members of the public can report or disclose through established channels, any improper and reportable conduct for whistleblowing of which the list is not exhaustive:-

- (a) unethical behaviour;
- (b) malpractices;
- (c) fraud, theft, embezzlement or dishonesty and bribery or corruption;
- (d) abuse of power, bullying and harassment;
- (e) conflict of interest;
- (f) failure to comply with any regulatory requirements;
- (g) misuse of company' property or funds or information;
- (h) the breach of a legal obligation (including negligence, criminal activity, breach of contract and breach of law);
- (i) the miscarriage of justice;
- (j) the danger to health and safety and damage to environment; and
- (k) the cover-up of any of the above in the workplace.

4. WHISTLEBLOWER PROTECTION

All whistleblowers are encouraged to report genuine concerns without fear of reprisal should they act in good faith when reporting such concerns. He/she will be accorded with protection of confidentiality of identity, to an extent practicable, if he/she wish to remain anonymous. An employee who whistleblows internally shall be protected against any harassments or retaliations in any forms or manners and the ~~organisation~~ company views such actions as gross misconduct and may lead to dismissal, if proven. Any report made must be done in good faith with a reasonable belief that the information and any allegation in it ~~are~~ is substantially true, and ~~are~~ is not made to seek for any personal gains or for malicious purposes.

5. RIGHT TO RAISE A CONCERN

Anyone has the right to whistleblow. This Policy applies to all matters involving the Ta Win Group's employees (including former employees and irrespective of nature of employment status), customers and any other stakeholders/persons providing services to the Group, including consultants, vendors, independent contractors, external agencies and/or any other party with a business relationship with Ta Win Group.

6. PROCEDURE IN MAKING A DISCLOSURE

Ta Win Group takes whistleblowing seriously and concerning the matters which are related to improper practiced occurring. It is advisable that any concern shall be raised with the immediate superior. However, if it is believed that it is not possible, then the concern should be reported to Audit Chairman which is as follow:-

Attention : Chairman of Audit Committee
Name : Datuk Zakaria Bin Sharif
Email : zakaria.sharif@yahoo.com

To facilitate an investigation into the alleged wrongdoing, where possible and applicable, the following information should be included when making a disclosure:-

- (a) Brief description of the misconduct;
- (b) The date and location of the incidence;
- (c) The identity of the wrongdoer;
- (d) Particulars of witnesses, if any;
- (e) Supporting evidence and/or documents; and
- (f) Other details deemed to be useful to facilitate screening and action to be carried out.

7. ACTION

Any reports received shall be investigated promptly by the investigating officer. The matters and the results of the investigation shall be reported to the Audit Committee from time to time as it progresses.

The Group will ensure that no one suffers any detrimental treatment as a result of refusing to accept or offer a bribe to other corrupt activities or because they report a concern relating to bribery and corruption.

If you have reason to believe you have been subjected to unjust treatment as a result of a concern or refusal to accept a bribe, you should inform your reporting superior, manager, respective Heads of Department or opt to invoke the WB Policy (where applicable) immediately.

8. REVISION

This policy shall be reviewed for its relevancy periodically.



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TA WIN HOLDINGS BERHAD

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PRIVATE & CONFIDENTIAL

WHISTLEBLOWING FORM

		Reference No.:
(A)	DISCLOSURE DETAILS	
(1)	PARTY INVOLVED IN CONCERN RAISED	
(a)	Name of Alleged Wrongdoer	
(b)	Designation	
(c)	Company/ Division	
(d)	How do you know this person?	
(2)	DETAILS OF CONCERN (You may use additional sheets if necessary)	
(a)	Date/ Time/ Location	
(b)	Description of Concern	
(3)	SUPPORTING INFORMATION TO ASSIST INVESTIGATIONS (Please attach supporting evidence to substantiate your disclosure and assist in investigation. You may use additional sheets for additional witnesses or supporting evidence if necessary)	
(a)	Witness	Name: Department:
(b)	Supporting Evidence	
B.	REPORTING TO OTHER PARTIES	
	Have you raised your concern to any other person/ department/ authority	Yes/ No (Please circle your answer) If yes, please state the person/ department/ authority the report was made/ lodge and insert the date of the report. You may attach a copy of the report made.
C.	PARTICULARS OF WHISTLEBLOWER (You are encouraged to provide your contact details to enable us to contact you for further clarification if required)	
(a)	Name	
(b)	Designation/ Occupation	
(c)	Contact No.	
(d)	Email Address	
(e)	Relationship with Ta Win Group (if not employee)	