

WHISTLEBLOWING POLICY

1. INTRODUCTION

- 1.1 DSR TAIKO Berhad are committed to conducting its business and operations with the highest professional standards of integrity. As such, the Board of Directors of DSR TAIKO has developed this Whistleblowing Policy.
- 1.2 DSR TAIKO encourages its employees to raise genuine concerns about suspected or possible violations of DSR TAIKO's Code of Conduct, improprieties in matters of financial reporting, non-compliance with laws and regulations, non-compliance with DSR TAIKO's policies and procedures and to disclose any Improper Conduct or other malpractices within DSR TAIKO i.e., whistleblowing in an appropriate way.
- 1.3 The Key Management of DSR TAIKO shall have overall responsibility for the implementation of this Policy. The administration of the Policy is to be carried out by the Finance Manager. The Board of Directors shall perform the oversight function over the administration of the Policy.

2. GLOSSARY

Definitions. The following words are given the following definitions: -

“Board”	means Board of Directors of DSR TAIKO Berhad.
“Business Partner”	means vendors, suppliers, contractors, sub-contractors, consultants, agents, representatives, joint venture partners and others who are performing work or services for and on behalf of DSR TAIKO.
“Controlled Organisation”	means a Business Partner where DSR TAIKO has the decision-making power over the organisation such that it has the right to appoint and remove the management. This would normally be where DSR TAIKO has the controlling interest (>50% of the voting share ownership), but it could be where there is an agreement in place that DSR TAIKO has the right to appoint the management, for example, in a joint venture where DSR TAIKO has the largest (but still <50%) allocation of the voting shares.
“Directors”	means any directors in DSR TAIKO, including independent, non-independent, executive, non-executive and alternate, wherever located.
“Employees”	means an employee who is employed by or works at DSR TAIKO, whether in Malaysia or outside Malaysia, whether permanent, fixed-term or temporary basis.
“Improper Conduct”	

	<p>means any conduct which if proved, constitutes a disciplinary offence or a criminal offence and shall include but not limited to the following:</p> <ol style="list-style-type: none">i. Criminal offence or unlawful act such as fraud, corruption/bribery, theft, embezzlement and blackmail;ii. Forgery or alteration of any document or account belonging to companies within DSR TAIKO ;iii. Forgery or alteration of a cheque, bank draft, or any other financial document;iv. Misappropriation of DSR TAIKO’s funds, securities, supplies, or other assets;v. Impropriety in the handling or reporting of money or financial transactions;vi. Profiteering as a result of insider knowledge of DSR TAIKO’s activities;vii. Any conduct which is an offence or a breach of the law;viii. Financial malpractice;ix. Breach of the DSR TAIKO’s code of conduct, policies and guidelines;x. Improprieties of tender and procurement activities;xi. Abuse of power and position for personal gain;xii. Any act that poses danger to health and safety;xiii. Any act that causes damage to the environment;xiv. Concealment of any of the above; andxv. Any misconduct as stated in any of the DSR TAIKO’s established policies and manuals.
“Investigator”	<p>The list of Improper Conduct under this section is not exhaustive and shall include any other act or omission, which if proven, will constitute an act of misconduct pursuant to the Code of Conduct and/or a criminal offence under the relevant law in force.</p>
“MACC”	<p>means the Finance Manager, Key Management, the INED of the Board and specific personnel directed by them</p>
“Personnel”	<p>means Malaysian Anti-Corruption Commission Act 2009 and its amendments</p>
“Policy”	<p>means Employees and Directors.</p>
“Public Official”	<p>means this Whistleblowing Policy</p>
	<p>means officers or employees acting on behalf of a government or public body or agency. It could also refer to officers or employees of a government or international organisation. It also includes:</p> <ol style="list-style-type: none">i. employees, representatives or advisors of a political party;ii. candidates of political office; and

	iii. family members (including parents, sibling, spouse, and child) of all the above.
“DSR TAIKO, us, we, our”	means DSR TAIKO Berhad and its Controlled Organisation.
“Website”	means www. DSR TAIKO.com and/or any website owned and/or managed by us, and/or by our Controlled Organisation, from time to time.
“Whistleblower”	means an individual who discloses any improper conduct or other malpractices within DSR TAIKO in accordance with this Whistleblowing Policy.
“Whistleblowing”	means deliberate, voluntary disclosure or reporting of an individual or organisational malpractice by any person (who has privileged access to information) on alleged, suspected, or known illegal activity or improper conduct within DSR TAIKO based on his or her reasonable belief.

3. OBJECTIVE AND SCOPE

- 3.1 The objective of this policy is set out below:
- to support the DSR TAIKO’s Code of Conduct, Policies and Procedures and places a high value on integrity and accountability where DSR TAIKO conducts its businesses and operations.
 - to provide an avenue for employees and relevant stakeholders/ Business Partners to raise genuine concerns of alleged, suspected, or known illegal activity or improper conduct within DSR TAIKO through the proper channel without fear of retribution or detrimental action.
 - to clarify behaviour that is deemed as illegal activity or improper conduct.
 - to outline how to disclose, report or raise concerns on any alleged, suspected, or known illegal activity or improper conduct within DSR TAIKO.
 - to provide general guidelines on the process of receipt, investigation and resolution of such disclosure.
- 3.2 Scope
- This Policy applies to all matters involving DSR TAIKO’s employees and any other stakeholders/ persons providing services to DSR TAIKO, including Business Partners.
 - This Policy does not apply to grievances concerning an individual’s terms of employment and such matters shall be dealt with in accordance with DSR TAIKO’s Human Resource guidelines and policies.

4. WHO CAN WHISTLEBLOW?

- 4.1 Under this Policy, any of the following persons can be a Whistleblower:
- a. an Employee of DSR TAIKO.
 - b. any external party including without limitation to Business Partner, acting for or on behalf of DSR TAIKO and members of the public.
- 4.2 The Whistleblower is not expected to prove the truth of the allegation but should, in making the report, have a reasonable belief that an Improper Conduct or other malpractices were committed, are being committed or will be committed.

5. REPORTING PROCEDURES

- 5.1 The Whistleblower is encouraged to make written disclosure of information by using the **Whistleblower Form** as provided in **Schedule 1**. The Whistleblower Form is also available on the Website.
- 5.2 The form must be filled with relevant information and supporting documents (if any), and be sent by email to the Independent Non-executive Director (“INED”) via dannytanfp@gmail.com.
- 5.3 Reporting Anonymity
- a. Employees may choose to remain anonymous. However, maintaining anonymity may hinder the investigation and deter liaison with the employee to seek further clarification or more information. Employees are encouraged to disclose their identity in making any report under this Policy, especially if further investigation is required.
 - b. Employees’ identities will not be disclosed without prior consent unless required by law. DSR TAIKO undertakes to treat all allegations confidentially and sensitively and to protect the identity of the Whistleblower.

6. HANDLING OF COMPLAINTS AND ACTION

- 6.1 All matters reported will be investigated within a reasonable timeframe. The seriousness and complexity of the complaint as well as the engagement of the external agency may result in an extension of the investigation process.
- 6.2 The investigation process includes the collation of information via interviews with all relevant witnesses and every attempt to gather all pertinent data and materials from all available sources.
- 6.3 Employees who fail to cooperate in an investigation, or deliberately provide false information during an investigation, shall be subject to strict disciplinary action up to, and including dismissal.
- 6.4 Pre-Screening
- a. The INED will screen and assess the Whistleblower’s disclosure to determine whether it constitutes Improper Conduct or is excluded from

the scope of this Policy. The Whistleblower may be required to provide additional information and clarifications if the need arises.

- b. Based on the initial findings; the INED will instruct the Finance Manager on the next course of action.
- c. The screening process should not take more than one (1) month from the day the Whistleblower Form is received.
- d. If the Whistleblower's disclosure involves the Investigator, the implicated person(s) shall be excluded from the activities of screening and subsequent investigation.

6.5 Initial Investigation

- a. The Finance Manager will conduct an initial investigation and report the preliminary findings to the Chairman.
- b. The Chairman will make the following decision based on the preliminary findings:
 - (i) No basis for further investigation – closes the Whistleblower's disclosure;
 - (ii) There is a basis for further investigation – initiate the formal investigation;
 - (iii) Key Management or Finance Manager is involved – refer the disclosure to the full the Board;
 - (iv) Possible criminal offence – refer the disclosure to the appropriate authorities such as the police force or the Malaysian Anti-Corruption Commission for further action.
- c. Subject to legal constraints, the Whistleblower will be notified of the status of the disclosure based on the preliminary action taken by the Board.
- d. The alleged wrongdoer will also be informed of the Whistleblower's disclosure (but not of the identity of the Whistleblower) and be allowed to respond to the allegations during the full investigation.

6.6 Formal Investigation

6.6.1 Only the Investigator has the right to investigate this, Policy.

6.6.2 The Investigator may -

- a. appoints any person it deems appropriate and suitable to investigate the disclosure or report of any alleged, suspected or actual misconduct by any Personnel; and
- b. requires any persons it deems necessary to assist in the investigations into the disclosure or report of any alleged, suspected or actual misconduct by any Personnel.

6.6.3 The Investigator shall ensure as far as possible that all investigations into disclosures or reports of alleged, suspected or actual misconduct by any

Personnel are conducted in a confidential, detailed, fair, impartial, professional and prompt manner.

- 6.6.4 The Investigator may resolve any disclosures or reports of alleged, suspected or actual misconduct by any Personnel by mutually agreed action, without the need for investigations. Disclosures or reports of alleged, suspected or actual misconduct by any Personnel affecting specific standard operating procedures (“SOP”) within DSR TAIKO will be referred for consideration under such SOP.
- 6.6.5 Upon the completion of the formal investigation and where the Key Management is not the alleged wrongdoer, the Key Management shall review the investigation report. If the alleged wrongdoer is found to have committed the Improper Conduct, the Key Management will recommend that disciplinary action be taken against the alleged wrongdoer, based on the DSR TAIKO’s Human Resource guidelines and procedures as stated in the Employee Handbook. This includes a formal warning, reprimand, suspension or termination of employment with DSR TAIKO.
- 6.6.6 In the case where the alleged wrongdoer is not the Key Management, a report with the Key Management’s recommendation will be tabled to the Board who will review the report and decide on the disciplinary action to be taken.
- 6.6.7 In the case where the alleged wrongdoer is the Key Management, the Board shall review the investigation report and determine whether the allegation can be substantiated. In the event the allegations are found to be true, the Board will recommend that disciplinary action be taken, based on the DSR TAIKO’s Human Resource guidelines and procedures. A report with the Board’s recommendation will be tabled to the Board who will review the report and decide on the disciplinary action to be taken.

7. REPORTING OF OUTCOME

- 7.1 Subject to legal constraints, the Whistleblower and the alleged wrongdoer will be notified of the outcome of the investigation. The notification letter will be signed off by the INED.
- 7.2 The Finance Manager will furnish a yearly report to the Board on the number and nature of cases reported by Whistleblower(s). The Board will review the report and submit a summary report to the Board for their information and/or action, where applicable.

8. PROTECTION OF WHISTLE-BLOWERS AND CONFIDENTIALITY

- 8.1 Anonymity.

DSR TAIKO encourages Whistleblower to identify himself/herself when reporting. However, if the Whistleblower wishes, he/she may choose to remain anonymous when reporting suspected improper conduct.

8.2 Confidentiality.

The Whistleblower shall be accorded with the protection of anonymity or confidentiality of the identity unless otherwise required by law. All reports or disclosures or such other details shall be kept confidential.

8.3 Assurance against reprisal or retaliation, and immunity from disciplinary action. This Policy assures that the Whistleblower, if an employee of DSR TAIKO, shall be protected against reprisals or retaliation, and immunity from disciplinary action from the Whistleblower's immediate superior or department/division head or any other person exercising power or authority over the Whistleblower in his/her employment, provided that:

- a. only genuine concerns are reported, the report is made in good faith and the Whistleblower has reasonable grounds and does not provide false or misleading information knowingly, negligently or recklessly in the report;
- b. the disclosure is not made with malicious intent or ill will;
- c. the disclosure is not frivolous or vexatious; and
- d. the report is not made for personal gain or agenda.

Any party that retaliates against someone who has reported wrongdoing in good faith may be subject to appropriate action, up to and including legal action, where applicable. However, if allegations are proven to be malicious or not made in good faith, the parties responsible may be subject to appropriate action, up to and including legal action, where applicable.

9. SAFEKEEPING OF RECORDS

9.1 All reports, supporting evidence, findings of investigations and monitoring of corrective actions shall be kept by the Finance Manager. The Finance Manager may assign designated personnel in Finance Department to manage the records.

10. MONITORING AND REVIEW OF POLICY

10.1 The Board conducts periodical reviews of this Policy and is committed to conducting the review at least once every three years to assess the performance, efficiency and effectiveness of this Policy. The reviews should also investigate whether this Policy has been appropriately implemented and enforced. The outcome of the review shall be a guide for future improvements.

10.2 The Key Management monitors any patterns of reporting of similar behaviour, though the reporting may involve different people, to take pro-active steps, such as publicity and education, in an endeavour to decrease the incidence of such improper or unlawful conduct.

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SCHEDULE 1
WHISTLEBLOWER FORM

Please attach this Whistleblower Form in your email to dannytanfp@gmail.com together with all relevant information and supporting documents (if any). Please note that you may be called upon to assist in the investigation, if required.

SECTION 1: WHISTLEBLOWER'S PARTICULARS	
Name	
Designation	
Department	
Company Name	
Have you been a Whistleblower before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred method of communication & details (choose at least one)	<input type="checkbox"/> Mobile No. <input type="checkbox"/> Email:

SECTION 2: ALLEGATION DETAILS <i>(Briefly 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)</i>	
Name	
Designation	
Department	
Company Name	
Contact Details	Mobile No. Email:
Incident Date & Time	
Incident Location	
Allegation Details	
Type of Allegation	
Other Parties Involved	

SECTION 3: WITNESS'S PARTICULARS (IF ANY)	
Name	
Designation	
Department	
Company Name	
Contact Details	Mobile No. Email:
Name	
Designation	
Department	
Company Name	
Contact Details	Mobile No. Email:

SECTION 4: DECLARATION BY WHISTLEBLOWER

I declare that to the best of my knowledge and belief, all information given herein is reasonable, true and correct.

Signature:

Date:

SECTION 5: FOR OFFICE USE ONLY

Received By	_____ Name: Designation: Date:
Investigation Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, please state the reason)
Investigated By	
Investigation Result	
Processed by	_____ Name: Designation: Date: