

WHISTLEBLOWER POLICY



PREFACE

The Policy is intended to ensure that all levels of employees are given equal opportunity to exercise their rights and lodge a report with full responsibility, accountability and sense of awareness. It will also protect a Whistleblower from reprisal as a direct consequence of making a disclosure and to safeguard such person's confidentiality.

OBJECTIVES

The main objectives of the Policy are as follows:

- To provide a mechanism for employees to report instances of unethical behaviour, actual or suspected fraud or dishonesty or violation of the Group's Code of Conduct and Business Ethics;
- To protect a Whistleblower from the retaliation as a direct consequence of making the disclosure and to safeguard such person's confidentiality; and
- To address and take appropriate action on the report in a timely manner.

SCOPES

A disclosure may be made if it relates to one or more of the following misconduct by anyone in dealing with the Company's or Group's activities such as, but not limited to:

- A criminal offence e.g. corruption, fraud, bribery, theft, blackmail, power abuse and breach of legal obligation;
- An act which may create a significant impact of danger to safety and lives of the public and environment;
- Violation of the Group's Code of Conduct and Business Ethics; and
- Any concealments or attempts to conceal malpractices mentioned above.

ELIGIBILITY

All Employees are eligible to make the Protected Disclosure under the Policy. The Protected Disclosure may be in relation to matters concerning any company within the Group.

PROTECTION

A Whistleblower will be accorded with protection under the Policy 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.

REVOCATION

The protection to the Whistleblower can be revoked under the following circumstances, among others:

- The Whistleblower participated in the improper conduct;
- The Whistleblower wilfully discloses a false statement;
- The disclosure is made with malicious intent; or
- The disclosure is frivolous or vexatious.

REPORTING CHANNEL

All Protected Disclosure can be addressed either to the Chairman of Audit Committee, or the Chief Internal Auditor of the Group. Disclosures can be made to ANY of the following channels, in strict confidential manner:

- Email to dmb.whistleblower@gmail.com
- In writing to Chairman of Board Audit Committee

Azwar & Associates

C-3A-2, Block C, Megan Avenue 1,
189, Jalan Tun Razak, 50400 Kuala Lumpur.

IDENTITY OF WHISTLEBLOWER

In order to enable the Whistleblower to be accorded with the necessary protection under the Policy and also to obtain more details pertaining to the disclosure, the Whistleblower is required to disclose his/her personal details as follows:

- Name;
- NRIC No.;
- Contact Details.

CONTENT OF DISCLOSURE

Any disclosure made herein should contain the following information:

- Details of the person (s) involved;
- Details of the allegation;
 - Nature of the allegation;
 - Where and when the alleged misconduct
- Other relevant information; and
- Any supporting evidence if available.

DECISION

If an investigation concludes that an improper or unethical act has been committed, the corrective actions will be determined by the Audit Committee and supported by the Management, which may include disciplinary measures, formal warning or reprimand, demotion, suspension or termination of employment or services with the Group or other forms of punishment through normal Human Resource Domestic Inquiry process and procedures.

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.

Notes:

- The Group reserves its right to amend or modify the Policy.
- Please refer the Whistleblower Policy for further details.

WHISTLEBLOWER

FAQs



A. PREAMBLE

- Q1 : What is “Whistleblowing”?
- A1 : Whistleblowing is an act of voluntary disclosure/reporting to the Management for further action, of any improper conduct committed or about to be committed.
- Q2 : Who is the “Whistleblower”?
- A2 : Any employee of Daya Materials Berhad or members of the public including vendors, contractors or customers who make a disclosure about an actual, suspected or anticipated improper conduct within the Group.
- Q3 : What is Daya Materials Whistleblower Policy?
- A3 : Daya Materials Whistleblower Policy provides an avenue for all employees of the Group and members of the public to disclose any improper conduct.
- Q4 : What is “Misconduct” or what kind of misconduct can I whistleblow?
- A4 : Misconduct means an improper behaviour or an act or conduct which includes breach of discipline or violation of the rules and regulations as set out in employee handbooks, policy and procedure, or other unlawful conduct.

B. CHANNELS OF REPORTING

- Q1 : To whom should I whistleblow?
- A1 : Disclosure can be made to ANY of the following reporting channels, in a strictly confidential manner:
- Email to dmb.whistleblower@gmail.com
 - In writing to Chairman of Board Audit Committee
- Azwar & Associates
C-3A-2, Block C, Megan Avenue 1,
189, Jalan Tun Razak, 50400 K.Lumpur.
- Q2 : What information should I provide when I made the disclosure?
- A2 : The following information are required to expedite the communication, investigation, deliberation and decision-making:
- Details of the person (s) involved;
 - Details of the allegations;
 - Nature of the allegation;
 - Where and when the alleged misconduct took place.
 - Other relevant information; and
 - Any supporting evidence if available.

C. PROTECTION ACCORDED TO WHISTLEBLOWER

- Q1 : What will be the type of protection that could be accorded to me as a Whistleblower?
- A1 : You will be accorded with protection of confidentiality to the extent reasonably practicable, and in case of the employees, protection against any adverse and detrimental actions, to the extent reasonable practicable.
- Q2 : Can the protection initially accorded be revoked? If yes, under what circumstances can it be revoked?
- A2 : Yes. The protection to the whistleblower can be revoked under the following circumstances:
- the whistleblower participated in the improper conduct;
 - the whistleblower willfully discloses a false statement;
 - the disclosure is made with malicious intent; or
 - the disclosure is frivolous or vexatious.

D. HANDLING OF DISCLOSURE

- Q1 : Will my disclosure be handled in confidence?
- A1 : Yes.
- Q2 : What happen to the disclosure I have made?
- A2 : The Chairman of Board Audit Committee will decide whether the nature of the disclosure falls under the policy. If it does **NOT** fall under the definition of ‘misconduct’ under the policy, your disclosure will be directed to the relevant department for further action. If it does, the Chairman of Board Audit Committee will deliberate and decide on the next course of action
- Q3 : Am I going to be notified on the outcome of my disclosure?
- A3 : Yes. You will be notified upon completion of the process provided your identity is made available during the disclosure.

E. ASSISTANCE IN THE INVESTIGATION

- Q1 : Will I be required to assist in the investigation as a result of my disclosure?
- A1 : Yes. There will be instances where a Whistleblower may be called to assist in the investigation to provide more details/facts of his/her disclosure.
- Q2 : What if the investigation later reveals that my complaint found to be of no basis; will I be adversely affected?
- A2 : As long as the disclosure was made in good faith, you will not be affected. In the event that it is discovered that such disclosure was made with malicious/ill intent to injure the reputation of the person against whom the disclosure was made, appropriate action including legal action can be taken against you.