



"Keep Mesiniaga Safe"

ETHICS PRACTICE MANUAL

<p>Policy Statement</p> <p>Mesiniaga Berhad Ethics Practice Policy and Procedures is to enable employees, who have knowledge or are aware of any improper conduct committed within the organisation, to make disclosures appropriately. This policy provides an opportunity for those concerns to be investigated and for appropriate actions to be taken so as to ensure that the matter is resolved effectively.</p>	<p>Content of Disclosure</p> <p>Any disclosure made should contain the following information: (Who, What, When, Where, How)</p> <ul style="list-style-type: none"> • Details of person(s) involved; • Type and details of allegation; • Time, location and dates of unethical conduct; • Witness (if any) to the unethical conduct; • Other relevant information; and • Any available documentation or supporting evidence. 														
<p>Reporting Channels</p> <table border="1"> <tr> <td data-bbox="145 685 301 801"></td> <td data-bbox="301 685 794 801">Email to: ethics@mesiniaga.com.my</td> </tr> <tr> <td data-bbox="145 801 301 918"></td> <td data-bbox="301 801 794 918">Ethics Hotline : +603-5635 5220 from Monday to Friday during office hours (9am to 5pm)</td> </tr> <tr> <td data-bbox="145 918 301 1034"></td> <td data-bbox="301 918 794 1034">Fax to: Ethics Practice Committee +603-56382470</td> </tr> <tr> <td data-bbox="145 1034 301 1196"></td> <td data-bbox="301 1034 794 1196">Letters to: Ethics Practice Committee, 11th Floor, Mesiniaga Berhad, Menara Mesiniaga, No.1A, Jalan SS16/1, 47500 Subang Jaya, Selangor.</td> </tr> <tr> <td data-bbox="145 1196 301 1429"></td> <td data-bbox="301 1196 794 1429">Alternative Channels:- Mesiniaga Chairman : chairman@mesiniaga.com.my Audit Committee Member of the Board: acmember@mesiniaga.com.my</td> </tr> <tr> <td data-bbox="145 1429 301 1545"></td> <td data-bbox="301 1429 794 1545">Ethics e-Form</td> </tr> <tr> <td data-bbox="145 1545 301 1666"></td> <td data-bbox="301 1545 794 1666">Clarity Portal</td> </tr> </table>		Email to: ethics@mesiniaga.com.my		Ethics Hotline : +603-5635 5220 from Monday to Friday during office hours (9am to 5pm)		Fax to: Ethics Practice Committee +603-56382470		Letters to: Ethics Practice Committee, 11th Floor, Mesiniaga Berhad, Menara Mesiniaga, No.1A, Jalan SS16/1, 47500 Subang Jaya, Selangor.		Alternative Channels:- Mesiniaga Chairman : chairman@mesiniaga.com.my Audit Committee Member of the Board: acmember@mesiniaga.com.my		Ethics e-Form		Clarity Portal	<p>Acting in Good Faith</p> <p>Mesiniaga expects employees to act in good faith and have reasonable grounds when reporting an ethical concern. If allegations are proven to be ill intentioned, malicious and frivolous, the employee responsible may face disciplinary action in accordance with Mesiniaga Human Resources Disciplinary Policies, including termination of employment.</p>
	Email to: ethics@mesiniaga.com.my														
	Ethics Hotline : +603-5635 5220 from Monday to Friday during office hours (9am to 5pm)														
	Fax to: Ethics Practice Committee +603-56382470														
	Letters to: Ethics Practice Committee, 11th Floor, Mesiniaga Berhad, Menara Mesiniaga, No.1A, Jalan SS16/1, 47500 Subang Jaya, Selangor.														
	Alternative Channels:- Mesiniaga Chairman : chairman@mesiniaga.com.my Audit Committee Member of the Board: acmember@mesiniaga.com.my														
	Ethics e-Form														
	Clarity Portal														
<p>Scope of Reporting</p> <p>Concerns that should be reported include, but are NOT limited to, the following:</p> <ul style="list-style-type: none"> • Corruption (Bribery, Kickbacks, Conflict of Interest) • Asset Misappropriation (Company Assets, Inventory, Cash) • Fraudulent Statements (Financial, Non-Financial) • Breach of Statutory Regulations, Acts and Laws of Malaysia • Breach of Mesiniaga Policies and Code of Conduct • Attempts to suppress or conceal any information relating to any of the above 	<p>Disclosure of Identity</p> <p>In order to enable Mesiniaga to accord necessary protection and obtain more details pertaining to a disclosure, the employee raising an ethical concern is required to disclose his/her details, i.e. name and contact number.</p> <p>However, if the employee do not wish to reveal their personal information to others, he/she can put such request to the ethics committee inside the email. Alternatively, employee can use other third party mailing system if they do not wish to be identifies.</p> <p>For employees who do not wish to disclosed your identity, please use the Ethics Report Form Which can be obtained from the Employee e-handbook and drop the form at HR department enquiry box.</p>														
	<p>Protection from Retaliation</p> <p>Any party that intimidates, harasses, victimises or retaliates against someone who reported an ethics concern in good faith may be subjected to appropriate disciplinary action in accordance with Mesiniaga Human Resources Disciplinary Policies, including termination of employment. This protection is accordance with Whistleblower Protection Act 2010.</p>														
	<p>Confidentiality</p> <p>Mesiniaga will take all reasonable steps to protect the identity of any person making a report and keep confidential both the information and concerns of the misconduct reported as well as its subsequent discussion and actions taken. Maintaining confidentiality is crucial in ensuring reprisals is not made against an employee raising an ethical concern.</p>														
	<p>Notification on the Outcome of the Disclosure</p> <p>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.</p>														



"Keep Mesiniaga Safe"

ETHICS PRACTICE PROCEDURE

