

# COMPLAINT TYPES

A Whistleblower's complaint is information relating to improper conduct of any staff, consultant or contractor of DRB-HICOM Group of Companies.

Improper conduct among others include:

- Abuse of authority
- Asset misappropriation
- Breach of legal obligation
- Corruption
- Improper conduct by any employee
- Fraudulent statements
- Misuse of company information
- Misuse of company properties
- Negligence
- Theft
- Damage / Potential damage to the environment
- Harassment / Bullying
- Impersonation of officials
- Money laundering
- Procurement fraud / suspicious dealings
- Dishonesty
- Any action of a discriminating nature that has had a direct / indirect effect on the person(s) involved
- Other criminal offences

Do The Right Thing,  
**Report All Wrongdoings**

**DRB-HICOM**

Report in person or via:

Email:

[whistleblowing@drb-hicom.com](mailto:whistleblowing@drb-hicom.com)

Fax:

03-20528959

Group Internal Audit Division  
Level 5, Wisma DRB-HICOM  
No.2, Jalan Usahawan U1/8  
Section U1, 40150 Shah Alam  
Selangor Darul Ehsan, Malaysia



**DRB-HICOM**

# WHISTLE BLOWER POLICY

WHISTLEBLOWER  
HOTLINE  
**1-800-88-2005**

**REPORT IMPROPER ACTIVITIES**

We Help Make Things Better

# PURPOSE

The DRB-HICOM Group's Whistleblower Policy outlines the Company's commitment to ensure that anyone is able to raise concerns regarding any illegal conduct or malpractice without being subjected to victimization, harassment or discriminatory treatment, and to have such concerns properly investigated.

The Whistleblower Policy applies to DRB-HICOM Berhad and all its subsidiary companies. All employees, directors, shareholders, consultants, vendors, contractors, external agencies or any other parties having a business relationship with DRB-HICOM Berhad are encouraged to confidently and professionally disclose any wrongdoings that may impact the Company. However, please do not misuse this opportunity as an avenue to seek revenge or as a retaliation channel.



# REQUIRED INFORMATION

Your complaint has to be submitted together with the following information:

- **Type of activity / conduct**
- **Details of suspected personnel involved**
- **Details of incident (including place, date and time of incident, as well as names of those involved)**
- **Transaction amount and type (if it is known)**
- **Any document, information or physical evidence relating to the complaint**

**All information received from the Whistleblower will be treated with utmost confidentiality**



# PROTECTION

All disclosures made under this policy will be dealt with in a confidential manner.

The identity of all complainants will be kept confidential and protected.

Whistleblowers are protected under the Laws of Malaysia Act 711: The Whistleblower Protection Act 2010.

## How To Report?

1. Complaints or reports under this policy can be made through the Whistleblower Hotline, e-mail, fax or mail.
2. Disclosure of information by the Whistleblower can be made to one or more of the following persons within the company:
  - Audit Committee Chairman
  - Group Managing Director
  - Group Chief Executives
  - Head - Group Internal Audit Division
3. Complaints against the Group Managing Director or Senior Management of the Company can be made directly to the Audit Committee Chairman.
4. Employees are encouraged to use the Whistleblower Hotline **1-800-88-2005** to report allegations of wrongdoings or any improper activity.