



TANCO HOLDINGS BERHAD

Registration No. 195801000190 (3326-K)

WHISTLEBLOWING POLICY AND PROCEDURE

INTRODUCTION

In line with good corporate governance practices and Whistleblower Protection Act 2010, the Board and management of Tanco Holdings Berhad (“Tanco” or the “Company”) and its group of companies is committed to the highest standard integrity, honesty and ethical behavior in the conduct of its business and operations. In recognizing these values, Tanco provides avenues for all employees, vendors and members of the public to report of any unethical behavior, wrongdoings, corruption and instances of fraud within the Tanco Group of Companies.

OBJECTIVES

The objective of this policy and procedure is to provide an avenue for whistleblowers to disclose any improper conduct in accordance with the procedures and to protect the values of transparency and accountability in where Tanco Group of Companies conducts its business and affairs.

SCOPE OF THE POLICY

The objective of this Policy is to provide a process for employees, vendors and member of the public to raise genuine concerns. The Whistleblower’s role is that of reporting with reliable information. Whistleblowers should not conduct any investigative activities, nor do they have a right to participate in any investigative activities.

This policy will not apply to personal grievances concerning an individual’s terms and conditions of employment, or other aspects of working relationship, complain of bullying and harassments or disciplinary matters. Such complain will be dealt with the existing Human Resource procedures.

As a guide, the types of malpractices covered under the Whistleblower Policy include the following examples:

- Theft, misappropriation or attempt of the same of the Company’s money or property;
- Fraud, dishonesty, cheating, falsification or attempt or attempt of the same in connection with the Company’s business, money or property;
- Soliciting or accepting bribe or any illegal gratification;
- Spreading malicious rumors about the Company;
- Abuse of power and position for personal gain or cause detriment to the organization;
- Unauthorized disclosure of Company’s confidential information without prior approval;
- Misrepresentation of the Company to others.

The above list is not exhaustive and includes any act or omissions, which if proven, will constitute an act of misconduct under Tanco’s Anti-Corruption and Bribery Policy or any criminal offence under the relevant legislations in force.

REPORTING PROCEDURE

All protected Disclosures are to be channelled in accordance with the procedure outline under this policy.



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Protected Disclosure should be factual and not speculative and should contain as much specific information as possible to allow for proper assessment of the nature and extent of the concern.

Any concern relating to the above should be emailed to whistleblower@tancoholdings.com or alternatively to write in and mark as "Strictly Private and Confidential" and mail to

Group Managing Director,
TANCO HOLDINGS BERHAD,
No.1, Jalan Bandar 1, Pusat Bandar Puchong, 47160 Puchong, Selangor Darul Ehsan, Malaysia.

Confidentiality and Whistleblower Protection

A whistleblower will be accorded with protection of confidentiality of identity, to the extent reasonably practicable. In addition, an employee who whistle-blows internally will also be protected against any adverse and detrimental actions against him/her, provided such disclosure is made in good faith and without malice. The information provided shall be kept strictly confidential