

# WHISTLE-BLOWING POLICY

(Adopted on 21 September 2018)

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## 1. Introduction

JF Technology Berhad together with all its subsidiaries (JF Microtechnology Sdn Bhd, J Foong Technologies Sdn Bhd and JF International Sdn Bhd) is committed in maintaining high standard of corporate governance and integrity in the conduct of its business activities. In line with this, the Board of Directors (“Board”) and the Management of the Company, must maintain a workplace that practices good governance in all its operational activities and business dealings. Whistle-blowing is a platform to empower the employees and stakeholders to report any genuine concerns about the wrongdoing that they may have observed within the Group.

## 2. Objective and Scope

The Policy is designed to uphold the Group’s efforts and commitment in doing business with honesty and integrity, henceforth providing a transparent and confidential process in handling the whistle-blowing reports. The Company expects the highest standards of integrity from all its employees, Management, Directors and stakeholders (ie shareholders, customers, suppliers, contractors, consultants). Hence, the Whistle-blowing Policy is structured to facilitate its employees and stakeholders to report instances of misconduct, wrong-doing, corruption, fraud, waste of Company resources or abuse of rules and regulations within the Company without fear of retaliation.

## 3. Definitions

Whistleblowing is a disclosure by a person, usually an employee, in an enforcement agency, government agency or private enterprise or even members of the public to those in authority either within the organization or at the discretion of the whistleblower to another enforcement agency, of mismanagement, corruption, illegality, or any other wrongdoing carried out by an individual or group of individuals within the organization. Such an act by the said individual(s) may be punishable by any legislated law of Malaysia. For the purposes of this policy, all such acts shall come to be known as improper conduct (as defined under the Whistleblower Protection Act 2010)

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## 4. Purpose

The Policy serves to encourage the Group employees, vendors or any external party to disclose (whistle blow) any improper conduct (as defined under the WPA 2010) which has come to their knowledge and to provide protection for employees, vendors and external parties who report allegations of improper conduct (as specified under Section 6 of the WPA 2010)

## 5. Types of Wrongdoing

Some of the examples of reportable concerns which are non-exhaustive are as follows:

- (a) Fraud, bribery, corruption, forgery, cheating or malpractice;
- (b) Involvement in conflict of interest situations;
- (c) Misappropriation or unauthorized use of the Group's funds or assets;
- (d) Sexual harassment;
- (e) Sale of proprietary information and/or collusion with competitors;
- (f) Giving false information and/or acts or omissions which may cause loss to the Group;
- (g) Non-compliance with the Company's procedures or breach of internal control;
- (h) Failure to comply with legal or regulatory requirements;
- (i) Any attempt to conceal or suppress information relating to the above or other wrongdoings.

## 6. Making a Report or Disclosure

The Group employees, including employees on permanent, contract, temporary, assignment, or secondment basis, including agents and consultants working for the Group;

Whistleblower are encouraged to make a report via the format attached (**Refer to Appendix A**). The format is introduced to ensure all relevant information are disclosed.

The report must be in writing and submitted via post to the address below. Report prepared in such a manner must be properly sealed in an envelope and indicated "Strictly Confidential – To Be Opened by Addressee Only" and addressed to:-

**Chairman of the Board of Directors**

Lot 6, Jalan Teknologi 3/6,  
Taman Sains Selangor 1,  
Kota Damansara,  
47810 Petaling Jaya, Selangor, Malaysia.

Whistleblower may choose to make an anonymous reporting but the Committee reserves its right to investigate or not to investigate the anonymous disclosure.

- (a) The Group Company Secretary who receives the report will forward the report to the Chairman of the Board of Directors, who will conduct a preliminary assessment on the whistleblower report

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received. The Group reserves the right to drop the whistleblower case received due to insufficient evidence or other factors.

- (b) The whistleblower shall be notified on the outcome of the investigation, if appropriate.
- (c) All investigations shall be tabled to the Audit Committee during the Audit Committee Meeting and the Audit Committee will subsequently update the Board on reports that require their attention and approval.

## 7. Protection from retaliation

This Whistle-blowing Policy provides an assurance to the whistleblower that he/she would be protected against any unfair practice not limited to retaliation, threat or intimidation of termination/suspension of service, disciplinary action, transfer, demotion, refusal of promotion or any direct or indirect use of authority to obstruct the whistleblower from continuing making his/her disclosure.

The identity of the whistleblower shall not be revealed to anyone, inside and outside the organization, except to the court upon involvement of any legal proceeding or required by the law.

## 8. Acting in Good Faith

Only genuine concerns should be reported under Whistle-blowing procedures. This report should be made in good faith with a reasonable belief that the information and any allegations are substantially true, and the report is not made for personal gain. Malicious and false allegations will be viewed seriously and if proven may lead to appropriate disciplinary action, up to and including legal action, where appropriate.

## 9. Confidentiality

All reports submitted will be treated in confidence and reports will be to maintain strict confidentiality of the employees, directors or any stakeholders' identity consistent with the needs to conduct an adequate investigation. The information obtained and will only be revealed on a "need to know" basis or if required by law, court or authority.