

## **WHISTLEBLOWING POLICY**

### **Policy Statement**

One of LINOCRAFT's core values is to uphold responsible and fair business practices. We are committed to promoting and maintaining the highest level of transparency and ethical standards in relation to all of its business activities.

Recognizing the abovementioned values, LINOCRAFT provides avenue for all employees of LINOCRAFT and members of the public to disclose any improper conduct within LINOCRAFT.

### **Objective of the Policy**

This policy is to encourage employees of LINOCRAFT and members of the public who have serious concerns about any aspect of the organization to disclose any improper conduct and voice those concerns.

### **Scope of the Policy**

This policy is designed to facilitate employees and members of the public to disclose any improper conduct (misconduct or criminal offence) through internal channel. Such misconduct or criminal offences include the following:

- i. Fraud;
- ii. Bribery;
- iii. Abuse of Power;
- iv. Conflict of Interest;
- v. Theft or embezzlement;
- vi. Misuse of Company's Property;
- vii. Non Compliance with Procedure

The above list is not exhaustive and includes any act or omissions, which if proven, will constitute an act of misconduct under LINOCRAFT's Code of Ethics or any criminal offence under relevant legislations in force.

### **Applicability of the Policy**

This policy applies to all employees of LINOCRAFT and its subsidiaries. This policy also applies to members of the public, where relevant.

### **Procedure in Making a Disclosure**

All disclosures are to be channelled in accordance with the procedures as provided under this policy.

## Protection to Whistleblower

A whistleblower will be accorded with protection of confidentiality of identity, to the extent reasonably practicable. In addition, an employee who whistleblows internally will also be protected against any adverse and detrimental actions for disclosing any improper conduct committed or about to be committed within LINOCRAFT, to the extent reasonably practicable, 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.

## Anonymous Whistleblower

Any anonymous disclosure will not be entertained. Proper investigation may be more difficult or impossible if we cannot obtain further information from a whistleblower. If the whistleblower is concerned about possible reprisals if identity is revealed, the whistleblower should come forward to the Human Resource Manager (HQ) and appropriate measures can be taken to preserve confidentiality.

Any employee or member of the public who wishes to report improper conduct is required to disclose his identity to the Company in order for the Company to accord the necessary protection to him. However, the Company reserves its right to investigate into any anonymous disclosure.

## Acting in Good Faith

We expect all parties to act in good faith and have reasonable grounds when reporting a Whistleblowing complaint. If allegations are proven to be malicious, parties responsible may be subject to appropriate action, up to and including legal action, where applicable.

## Reporting Channel

All concerns/feedback are strictly private and confidential and to be addressed to Human Resource Manager (HQ) or Director (HQ).

Contact for concerns/feedback:

Attention: Human Resource Manager or Director

Email: [whistleblowing@linocraftprinters.com](mailto:whistleblowing@linocraftprinters.com)

or

Tel: +60 7 554 0090 (ext. 222)

## 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.

LINOCRAFT reserves the right to amend this policy from time to time.



Andrew Tan Woon Chay  
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