



WHISTLEBLOWING POLICY AND PROCEDURE

Ref. No.: MCG/GIG/WB-PP/001

DISTRIBUTION CONTROL

This Policy can be found electronically on MARA CORP's website and is available on its Subsidiaries' website. This Policy is uncontrolled when printed and the updating of this Policy is managed by the Group Integrity & Governance.

REVISION RECORD

The responsibility of the holder of this Policy is to ensure that this copy is kept up to date by the inclusion of all amendments. Alterations to this Policy are not permitted without prior approval of the MARA Corp's Board of Directors ("BOD").

REV	DESCRIPTION	DATE
000	Establishment of the Whistleblowing Policy and Procedure	14 June 2023

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1.0 INTRODUCTION OF WHISTLEBLOWING POLICY AND PROCEDURE

1.1 PURPOSE

The objectives of this Policy are to:

- a) Provide a mechanism for Employees of MARA Corporation Sdn. Bhd. and all its Subsidiaries ("**Group**"), its Business Associates and members of the public to disclose any improper conduct within the Group.
- b) To ensure that all parties covered under this Policy are given an equal opportunity to exercise their rights and lodge a report with full responsibility and accountability.
- c) Have an up-to-date reference available where there is doubt regarding the application of procedures.
- d) Protect a Whistleblower from retaliation as a direct consequence of making the disclosure and to safeguard such person's confidentiality.
- e) Address and take appropriate action on the report in a timely manner.

1.2 SCOPE

The procedures elaborated within this Policy are confined to those situations where an Employee, Business Associates, or any member of the public may need to make the necessary Protected Disclosure. A disclosure may be made if it relates to one or more of the following **Improper Conduct** by anyone in dealing with the Group's activities such as, but not limited to:

- a) A criminal offence e.g., corruption, fraud, bribery, theft and blackmail;
- b) A breach of legal obligation;
- c) An abuse of authority;
- d) An act which may create a significant impact of danger to safety and lives of the public and environment;
- e) Violation of the Company's Code of Business Ethics; and
- f) Any concealments or attempts to conceal malpractices mentioned above.

This Policy shall not cover issues or concerns relating to the following:

- a) Issues which are malicious in nature;
- b) Issues raised from personal interest or ill will;
- c) Issues covered under another Company's procedure; and
- d) Issues pending or determined through any tribunal or authority or the court of law, arbitration, or other similar proceedings.

1.3 APPLICABILITY

This Policy is applicable to **MARA Corporation Sdn Bhd** and its Subsidiaries, its Board of Directors, the respective Board of Subsidiaries and their respective directors, officers, and Employees (“**Group**”).

Joint-venture companies or co-venture and associated companies in which the Group is noncontrolling are required to adopt these or any similar principles which are reasonably adequate. External services/goods providers and Business Associates are also expected to comply with this Policy in relation to all work conducted with the Group, or on its behalf.

2.0 DOCUMENT CONTROL, TERMINOLOGIES, ABBREVIATIONS AND DEFINITIONS

2.1 DOCUMENT CONTROL

The Appointed Custodian of this Policy on behalf of the Group is the Head of Group Integrity and Governance (HGIG), who shall be responsible for incorporating any amendments and updates into this Policy, obtaining the endorsement of the BGRC and approval of the BOD for those amendments and updates and distributing the same to the relevant parties. Any inquiries related to this Policy shall be addressed to the Appointed Custodian.

The BOD and BGRC have overall responsibility for this Policy and shall oversee the implementation of this Policy. The BOD and BGRC have delegated day to day responsibility for the administration and implementation to the HGIG. The use and effectiveness of this Policy shall be regularly monitored and reviewed by the HGIG.

2.2 TERMINOLOGIES, ABBREVIATIONS AND DEFINITIONS

Terminology / Abbreviation	Definition
ABMS	ISO 37001:2016 Anti-Bribery Management System
Appointed Custodian	Shall refer to the Head of Group Integrity & Governance
BOD	MARA Corp's Board of Directors
BFAC	Board Finance and Audit Committee

Terminology / Abbreviation	Definition
BGRC	Board Governance and Risk Committee
Business Associates	An external party with whom the Group has, or plans to establish, any form of business relationship. This may include clients, customers, joint ventures, outsourcing providers, contractors, consultants, subcontractors, suppliers, advisers, agents, distributors, representatives, intermediaries, and investors.
CIGO	Chief Integrity and Governance Officer
Confidential Information	Any information that is by its nature confidential or sensitive and/or not generally available to the public and in this Policy includes: a) Information about the identity, occupation, residential address, or whereabouts of: i. a Whistleblower; and ii. a person against whom a Whistleblower has made a disclosure of Improper Conduct b) Information disclosed by a Whistleblower; and c) Information that, if disclosed, may be detrimental.
Detrimental Action	Includes: - a) Action causing injury, loss or damage; b) Intimidation or harassment; c) Interference with the lawful employment or livelihood of any person, including discrimination, discharge, demotion, suspension, disadvantage, termination, or adverse treatment in relation to a person's employment, career, profession, trade, or business or the taking of disciplinary action; and d) A threat to take any of the actions referred to in paragraphs (a) to (c).
Disciplinary Offence	Any action or omission which constitutes a breach of discipline in a public body or private body as provided by law or in a code of conduct, a code of ethics or circulars or a contract of employment.

Terminology / Abbreviation	Definition
Employee	Directors and members of the board including subsidiaries and all individuals directly contracted to the Group on an employment basis, including permanent and temporary employees. The directors refer herein shall include the definition in Section 2 of the Companies Act 2016.
GHCM	MARA Corp's Group Human Capital Management
GIGU	MARA Corp's Group Integrity and Governance Unit
GLOA	MARA Corp's Group Limits of Authority
GROUP	MARA Corporation and its Subsidiaries
HGIG	Head of Group Integrity and Governance Unit
IGU	Integrity and Governance Unit (Subsidiaries)
Investigator	Person(s) authorized, appointed, consulted, or approached by the Board or BGRC which may include any third-party investigator appointed for specific purpose.
Improper Conduct	Any conduct which if proved, constitutes a disciplinary offence or criminal offence.
IO	Integrity Officer
Protected Disclosure	Any communication made in good faith that discloses or demonstrates information that may evidence malpractice or unethical activity.
Subject	A person against or in relation to whom a Protected Disclosure has been made against or evidence gathered during an investigation.

Terminology / Abbreviation	Definition
Subsidiary/ Subsidiaries	<p>Shall refer to Section 4 of the Company Act 2016. Any company or other entity that directly or indirectly through one or more intermediaries, controls or is controlled by or is under common control with a Party.</p> <p>"Control" means ownership of more than fifty percent (50%) of the voting stock of the controlled company or the direct or indirect right to determine its actions by contract or otherwise.</p>
Whistleblower	<p>An Employee, member of public or any stakeholder making a Protected Disclosure under this Policy i.e., an individual alert a relevant party that there is a person or persons in the Group that has committed an act of wrongdoing or is currently practicing Improper Conduct or wrongdoings.</p> <p>Any person who makes disclosure of improper conduct to the enforcement agency under Section 6 of this Policy.</p>
Whistleblower Protection	<p>Protection conferred to a Whistleblower under Act 711 (Whistleblower Protection Act 2010) including any amendments and any re-enactment thereof.</p>

3.0 LAWS AND REGULATION

3.1 THE WHISTLEBLOWER PROTECTION ACT 2010

The Whistleblower Protection Act 2010 was passed by the Parliament in April 2010 to combat corruption and other wrongdoings by encouraging and facilitating disclosures of improper conduct in the public and private sector, to protect persons making those disclosures from detrimental action, to provide for the matters disclosed to be investigated and dealt with and to provide for other matters connected therewith.

3.2 SECTION 587 OF THE COMPANIES ACT 2016 (the Act 777)

The Act 777 provides protection to company officers or Employees who make disclosures on breach or non-observance of any requirement or provision of the Act 777 or any serious offence involving fraud and dishonesty.

3.3 ANTI-BRIBERY MANAGEMENT SYSTEM (ABMS)

To ensure the ABMS achieves its objectives, the Group has determined that any result of the whistleblowing will be evaluated, investigated, and reported. IO shall ensure that the reporting mechanism is secured, confidential and accessible and provides adequate protection for people who make reports or any people who whistle-blow about any cases of bribery.

3.4 OTHER REFERENCE POLICIES

This Policy should also be cross-referenced with the following Group policies:

- a) ISO 37001:2016 Anti-Bribery Management System Manual
- b) Anti-Bribery and Anti-Corruption Policy and Procedure
- c) Employee Handbook
- d) Group Limits of Authority

4.0 QUALIFICATION

4.1 ELIGIBILITY

All Whistleblowers are eligible to make the Protected Disclosure under this Policy. The Protected Disclosure may be in relation to matters concerning any company within the Group. The Group is committed to this Policy and assures that the Whistleblower will not suffer any form of retribution, victimization, or detriment. If the Whistleblowers prove that they have been subjected to retribution, victimization, or detriment because of using this Policy, disciplinary or legal action will be taken against the perpetrator.

4.2 DISQUALIFICATION

While it will be ensured that genuine Whistleblowers are accorded complete protection from any kind of unfair treatment as herein set out, any abuse of this protection can warrant disciplinary or legal action. Protection under this Policy will not mean protection from disciplinary or legal action arising out of false or bogus allegations made by a Whistleblower knowingly or with a mala fide intention.

Whistleblowers, who make three or more Protected Disclosures, which have been found to be mala fide, frivolous, baseless, malicious, or reported otherwise than in good faith, will be disqualified from reporting further Protected Disclosure under this Policy. In respect of such Whistleblowers, the Board would reserve its right to take or recommend appropriate disciplinary or legal action.

5.0 PROCEDURE AND PROCESS FLOW (refer Appendix 1)

5.1 LODGING A REPORT

Whistleblowers are advised to provide sufficient details which include the following:

- a) a description of the Improper Conduct and the people/parties who are involved;
- b) a background of the incident, including the relevant dates and location of occurrence;
- c) how the Improper Conduct was detected;
- d) reason(s) why the Whistleblower is particularly concerned about this (e.g., it may result in loss of the Group's assets/funds); and
- e) particulars or production of documentary evidence and witnesses, if any.

A Whistleblower shall identify himself / herself when submitting a complaint / disclosure, which includes name, contact details and department / Group name.

5.2 ANONYMOUS DISCLOSURE

An anonymous disclosure shall not be entertained and may result in the Whistleblower not being conferred protection under the Whistleblower Protection Act 2010. It is not encouraged as any follow-up to ascertain the facts or to obtain further information for investigation purposes would be very difficult.

Although the Group is not expected to address any anonymous allegations, the Group may, however, consider investigating an anonymous allegation after having considered the following:

- a) the seriousness of the concern;
- b) the credibility of the concern; and
- c) the likelihood of confirming the concern from credible sources.

5.3 RESPONSIBILITY

Although the Whistleblower is not expected to prove beyond reasonable doubt the truth of the disclosure, the Whistleblower shall need to demonstrate that there are reasonable grounds for his / her concern and provide sufficient information for the Group to take appropriate steps. The Whistleblower shall not attempt to personally conduct any investigation, interview or interrogation related to the matter being disclosed.

5.4 REPORTING CHANNEL

An Employee shall make a confidential report of Improper Conduct in writing using the form appended to this Policy as **Appendix 2**. The report must provide full details of Improper Conduct and, where possible, supporting evidence.

The filled form can be submitted to the Chief Integrity and Governance Officer (CIGO) via email at whistleblowing@maracorporation.com.my and in writing in a sealed envelope with remarks as "**CONFIDENTIAL**" to the following address:

Chief Integrity and Governance Officer

MARA Corporation Sdn Bhd

Level 20, Menara MARA
232, Jalan Tunku Abdul Rahman
50100 Kuala Lumpur.

The reporting channel will be made available at MARA Corporation and its Subsidiaries' official website.

6.0 PROTECTION

6.1 DISCLOSURE OF IMPROPER CONDUCT

A Whistleblower may make a disclosure of Improper Conduct to the Group based on his/her reasonable belief that any personnel or any person related to the Business Associates, is engaging, or is preparing to engage in an Improper Conduct:

- a) A disclosure of Improper Conduct under Clause 6.1 above can be made even if without the identity of the Subject or unable to identify the Subject;
- b) the name of person (the Subject) who committed the Improper Conduct;
- c) the timing of when the incident happened;
- d) accurate information such as the invoice number or amount; AND
- e) or any other fact that may be relevant to the disclosure.

6.2 WHISTLEBLOWER PROTECTION

A Whistleblower shall, upon receipt of the disclosure of Improper Conduct by the Group, be conferred with Whistleblower protection under this Policy as follows:

- a) protection of confidential information;
- b) subject to any provision under the law, immunity from civil and criminal action; and
- c) protection against detrimental action,

Whistleblower protection conferred under this section is not limited or affected if the disclosure of Improper Conduct does not lead to any disciplinary action or prosecution of the Subject.

No person shall take detrimental action against a Whistleblower, or any person related to or associated with the Whistleblower in reprisal for a disclosure of improper conduct. A Whistleblower may make a complaint to the Group about any detrimental action committed by any person against the Whistleblower, or any person related to or associated with the Whistleblower.

6.3 PROTECTION OF CONFIDENTIAL INFORMATION

Any person having knowledge of a report of Improper Conduct shall make all reasonable efforts to maintain the confidentiality of the Confidential Information, in particular the identity of the Whistleblower.

However, there may be circumstances during the investigation where it will be necessary to disclose the identity of the Whistleblower. If such circumstances exist, the CIGO or the independent party involved in investigations shall endeavor to inform the Whistleblower that his/her identity is likely to be disclosed and to obtain his/her consent for the said disclosure.

In order not to jeopardize any investigation, the Whistleblower shall make all reasonable efforts to maintain the confidentiality of the Confidential Information, in particular, the fact that a report has been filed, the nature of the Improper Conduct and the identity of the person(s) who have allegedly committed the Improper Conduct.

6.4 PROTECTION AGAINST DETRIMENTAL ACTION

Any Employee who makes a report of Improper Conduct in good faith shall not be subject to unfair dismissal, victimization, demotion, suspension, intimidation or harassment, discrimination, any action causing injury, loss or damage or any other retaliatory actions ("Detrimental Action") by the Group.

Any Employee that makes a report of Improper Conduct in good faith and who has been subject to Detrimental Action may lodge a complaint pursuant to this Policy using the form appended hereto as Appendix 3. The same procedures for investigation in for reports of Improper Conduct shall apply to any complaints of Detrimental Action.

An Employee who takes any Detrimental Action against any Employee who has made a report of Improper Conduct in good faith shall be subject to disciplinary action (which may include termination of employment).

6.5 REVOCATION OF WHISTLEBLOWER PROTECTION

Subject to the written consent by the BOD, the Group shall revoke the Whistleblower protection if it is of the opinion, based on its investigation or during its investigation that:

- a) there is evidence where the Whistleblower himself has participated in the improper conduct disclosed;
- b) the Whistleblower willfully made in his disclosure of improper conduct a material statement which he knew or believed to be false or did not believe to be true;
- c) the disclosure of improper conduct is frivolous;
- d) the disclosure of improper conduct is made solely or substantially with the motive of avoiding dismissal or other disciplinary action; or
- e) the Whistleblower, while making the disclosure or providing further information, commits an offence under the Whistleblower Protection Act 2010.

If the Whistleblower protection has been revoked, the company shall give a written notice to that effect to the Whistleblower. Any person aggrieved by the decision of the company in respect of the revocation of protection may refer the decision of the company to the court for determination.

7.0 INVESTIGATION

7.1 PRELIMINARY INVESTIGATION

The CIGO shall establish the Evaluating Committee (consists of HGIG and IO) to conduct a preliminary investigation of every report of Improper Conduct to determine whether there are merits to initiate a full investigation. The findings of the preliminary investigation and recommendation shall be referred to the Chairman of the BGRC for a decision on whether to close the case or to proceed to a full investigation of the allegations.

The Chairman may decide to consult with the members of the Committee or convene the Committee meeting before deciding. Upon review of the findings of the preliminary investigation, the Chairman may:

- a) instruct the matter to be closed in the event the preliminary findings clearly indicate that there are no circumstances that warrant a full investigation;
- b) instruct the CIGO to commence a full investigation in the event where the preliminary findings clearly indicate suspicious circumstances;
- c) refer the matter to the full Committee to determine the next course of action in the case where the CEO or the CIGO is involved. In such cases where the report involves the CEO or the CIGO, the BGRC may select other personnel (having due regard to

- suitable seniority and any circumstances that may give rise to conflicts of interest) or an independent party to investigate the allegations;
- d) in cases where the preliminary findings disclose a possible criminal offence, the consultation with the Committee and/or Legal Advisors (internal and/or external), decide if the matter should be referred to the relevant authorities, such as the Police or the Malaysia Anti-Corruption Commission ("MACC") for further action; and
 - e) determine any other course of action that the Chairman deems fit having regard to the circumstances of the matter reported and the fairness of the conduct of any investigation.

If the matter is closed, the CIGO will inform the Whistleblower that the matter is closed. If the matter is to be referred to the authorities, subject to any legal requirements or prohibitions, the CIGO will inform the Whistleblower that the matter has been referred to the authorities.

In the event a full investigation is to be carried out, the CIGO will inform the Whistleblower of the conduct of a full investigation and the Whistleblower shall give his full cooperation during the conduct of the investigation.

7.2 FULL INVESTIGATION

The Investigating Team shall maintain objectivity, impartiality, and fairness throughout the detailed investigation process and conduct their activities competently and with the highest levels of integrity. In particular, the Investigating Team shall perform its duties independently, free from improper influence and fear of retaliation from Employees responsible for or involved in operational activities and/or Employees liable to be the subject of investigation for Improper Conduct.

The Whistleblower shall cooperate with the Investigating Team. Meetings may be arranged off-site, to protect the confidentiality of the Whistleblower. Members of the Investigating Team shall have access to all relevant records. Documents provided for investigation purposes shall be acknowledged accordingly in the records.

Throughout the investigation process:

- a) All Employees in the Group are expected to cooperate and provide the necessary assistance to the Investigating Team. There should not be any attempt to deliberately destroy, alter or remove any documentary information or any evidence.
- b) The Investigating Team shall meet the Employee(s) under investigation to ascertain facts of his/her involvement in the Improper Conduct or to clear him/her of suspicion.

The Investigating Team may schedule meetings with other persons suspected to have been involved or to have any knowledge of the alleged Improper Conduct. All such meetings shall be conducted confidentially, and all matters discussed shall be documented by the Investigating Team.

8.0 DECISION

The final report together with recommendation of the CIGO will be tabled to the BGRC. The BGRC will review the final report and decide on the corrective action to be taken and/or the disciplinary action to be taken (if any).

In a case where the BGRC reviewed the investigation and decided whether the allegation was substantiated or not, a final report together with the recommendations of the BGRC will be tabled at the Board of Directors. The Board of Directors will review the final report and decide on the corrective action to be taken and/or the disciplinary action to be taken (if any).

Subject to any prohibition in law or any legal requirements, the CIGO will inform the Whistleblower that the investigation has been completed and the findings have been presented to the BGRC or the Board of Directors (MARA Corp or its Subsidiaries) as the case may be. As the findings are confidential, the details of the findings will not be disclosed to the Whistleblower.

8.1 CORRECTIVE ACTION

The Management (MARA Corp or its Subsidiaries) shall carry out the decisions of the Board of Directors in relation to the findings of the investigation. Where applicable, the Management shall institute the appropriate controls to prevent any further wrongdoings or damage to the Group.

8.2 DISCIPLINARY ACTION

The Management (MARA Corp or its Subsidiaries) shall carry out the decisions of the Board of Directors in relation to the disciplinary action against any Employee in accordance with the procedures for disciplinary action stipulated in the Group Human Capital Management policy.

The corrective actions to be taken against the employee will be determined by the BGRC and supported by the Management, which may include formal warning or reprimand, demotion, suspension or termination of employment or services with the Group or other forms of punishment through Domestic Inquiry process and procedures.

9.0 RETENTION OF DOCUMENT

9.1 CONFIDENTIALITY

All reports and the identity of the whistleblower will be treated in a confidential and sensitive manner. Information relating to the disclosure made by a Whistleblower shall be restricted only to those who need to know of the matter, i.e., on a need-to-know basis.

All Protected Disclosures along with the results of investigation relating thereto shall be retained by the company for a minimum period of seven (7) years or in accordance with the applicable legal requirements.

10.0 AMENDMENT AND REVIEW

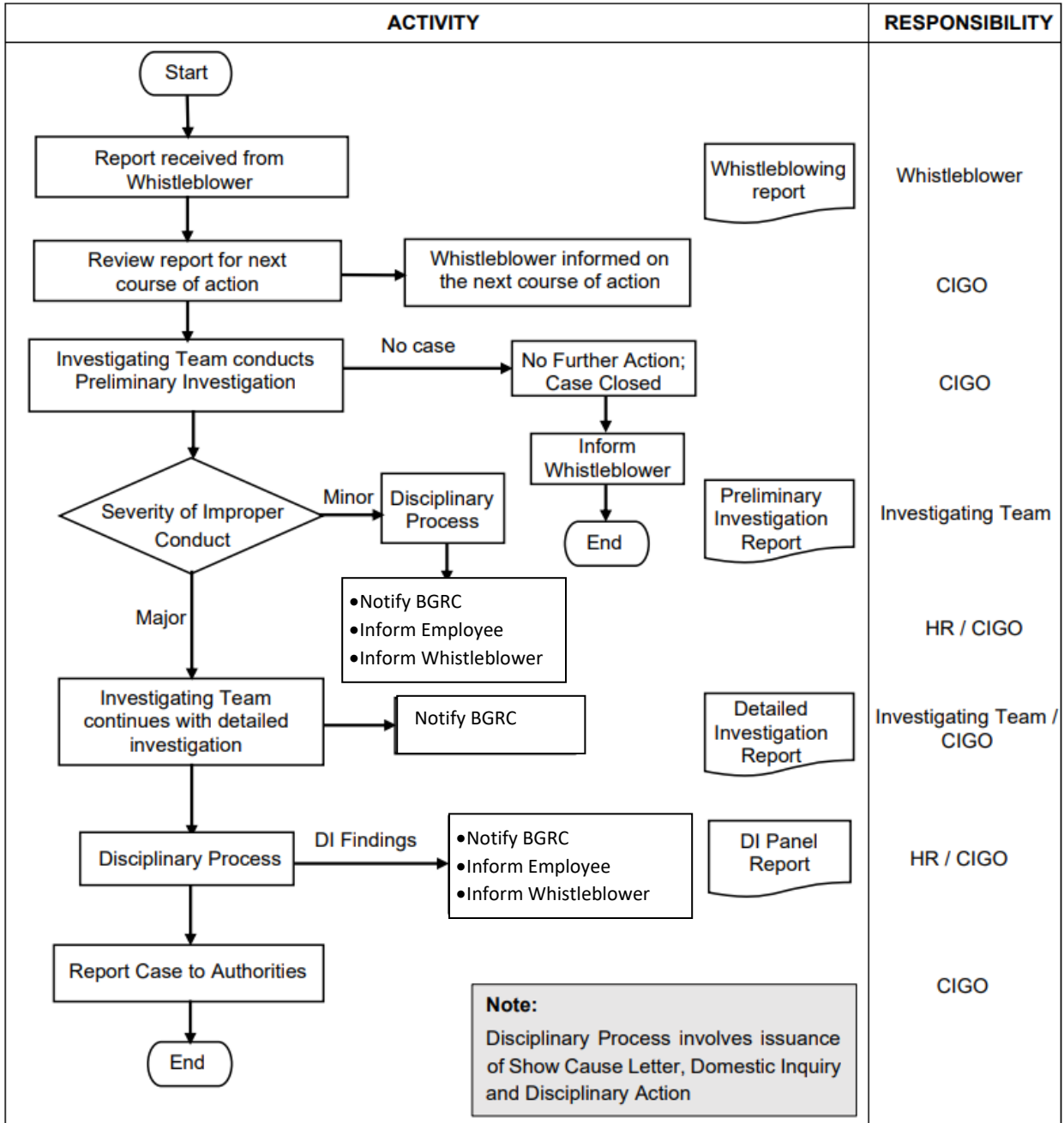
10.1 RIGHTS TO THE POLICY

The Group reserves the right to amend or modify this Policy in whole or in part, at any time without assigning any reason whatsoever. However, no such amendment or modification will be binding on the Employees unless the same is notified to the Employees in writing.

This Policy shall be updated from time to time in ensuring that future related issues and treatment are incorporated into this Policy. Amendment and revision of this Policy or any part thereof shall be subjected to the written approval of the BOD.

11.1 WHISTLEBLOWING PROCESS FLOW

APPENDIX 1





WHISTLEBLOWING POLICY AND PROCEDURE

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11.2 WHISTLEBLOWING REPORTING FORM

APPENDIX 2

NAME:		EMAIL:	
CONTACT NO.:		POSITION:	
EMPLOYEE NO.:		DEPARTMENT:	
NRIC NO.:		COMPANY:	

DETAILS OF ALLEGATION

PERSON (S) INVOLVED:

LOCATION:

DATE & TIME:

DETAILS OF ALLEGATION:

HOW INCIDENT WAS DETECTED:

EVIDENCE AVAILABLE:

POTENTIAL IMPACT OF ALLEGATION:

DECLARATION:

I hereby declare that the information provided herein is true to the best of my knowledge and belief and I have made this disclosure voluntarily. I understand that the Group will use the information provided for the investigation processes.

.....

NAME:

DATE:



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11.3 DETRIMENTAL ACTION FORM

APPENDIX 3

NAME:		EMAIL:	
CONTACT NO.:		POSITION:	
EMPLOYEE NO.:		DEPARTMENT:	
NRIC NO.:		COMPANY:	
DETAILS OF DETRIMENTAL ACTION			
PERSON (S) INVOLVED:			
LOCATION:			
DATE & TIME:			
DETAILS OF DETRIMENTAL ACTION:			
EVIDENCE AVAILABLE:			
DECLARATION:			
<p>I hereby declare that the information provided herein is true to the best of my knowledge and belief and I have made this disclosure voluntarily. I understand that the Group will use the information provided for the investigation processes.</p>			
.....			
NAME:			
DATE:			