



**HSS ENGINEERS BERHAD**  
Registration No. 201501003232 (1128564-U)

## **WHISTLE-BLOWER POLICY**

### **1. PURPOSE**

This policy is intended for HSS Engineers Berhad (“**HEB**” or the “**Company**”) and all subsidiary companies within the HSS Engineers Group (the “**Group**”).

All employees of the Group play an important part in maintaining the highest level of corporate ethics within the Group and have a professional responsibility to disclose any known malpractices or wrongdoings (hereon referred to as “**Concerns**”).

### **2. SAFEGUARDS**

A person or entity making a protected disclosure is commonly referred to as a “Whistle-blower”. Whistle-blowers provide initial information related to a reasonable belief that an improper activity has occurred.

Whistle-blowers are protected against being dismissed or penalised by the Group, and HEB will consider mitigating circumstances if the Whistle-blower himself/ herself is involved in the activity that he/she reports.

A Whistle-blower’s right to protection from retaliation does not extend immunity for any complicity in the matters that are the subject of the allegations or an ensuing investigation.

### **3. CONFIDENTIALITY**

Every effort will be made to treat the Whistle-blower’s identity with appropriate regard for confidentiality. The Group gives the assurance that it will not reveal the identity of the Whistle-blower to any third party not involved in the investigation or prosecution of the matter. The only exception to this assurance relates to an overriding legal obligation to breach confidentiality. The Group is obligated to reveal confidential information relating to a whistle-blowing report, if ordered to do so by a court of law.

### **4. PROCEDURES**

#### **4.1 Process for disclosure**

##### **l) Impropriety**

This policy covers:

- improprieties or irregularities (including financial and operational);
- suspected fraud or criminal offences;
- breach of confidentiality;
- miscarriage of justice;
- corruption or bribery;

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- misuse of position or information or dishonesty;
- endangerment of an individual's health and safety; and
- failure to comply with legal or regulatory requirements.

#### II) Reporting

Official channels for reporting of raising concerns are available to both internal and external interested parties.

Managers, officers and employees in supervisory roles, as well as external parties, are encouraged to report to the appointed representative(s) stated below on any allegations of suspected improper activities or employment-related concerns.

Improper activities disclosures, including those relating to financial reporting, unethical or illegal conduct, may be reported directly to:

##### 1.1 Chairman of Audit and Risk Management Committee ("**ARMC**")

Address: B1 (1-4), Block B, Plaza Dwtasik,  
No. 21, Jalan 5/106, Bandar Sri Permaisuri,  
56000 Kuala Lumpur, Wilayah Persekutuan

E-mail: [kctai@fiscalcorp.com.my](mailto:kctai@fiscalcorp.com.my)

Employment-related concerns can be reported to:

##### 1.2 Executive Vice Chairman ("**EVC**")

Address: B1 (1-4), Block B, Plaza Dwtasik,  
No. 21, Jalan 5/106, Bandar Sri Permaisuri,  
56000 Kuala Lumpur, Wilayah Persekutuan

E-mail: [kuna@hss.com.my](mailto:kuna@hss.com.my)

Disclosures can be verbal or in writing and forwarded in a sealed envelope to the abovementioned contact person(s) labelling with a legend such as "*To be opened by the Chairman of ARMC or EVC only*".

#### III) Handling of a reported allegation

The action taken by the Group in response to a report of Concern under this policy will depend on the nature of the concern. The Chairman of ARMC or EVC shall receive information on each report of Concern and follow-up information on actions taken.

#### 4.2 Investigator

The Internal Auditor shall be the named Investigator unless the Chairman of ARMC assigns/appoints another Investigator. Investigators must be impartial and independent of all parties concerned.

The Investigator is required to report all Concerns raised, the status of all pending and on-going investigations, and any action taken or to be taken as a result of the investigations, to the Chairman of ARMC.

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**4.3 Inquiries**

Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

If an investigation leads to the Investigator to conclude that a crime has probably been committed, the results of the investigation shall be reported to the police or other appropriate law enforcement agency.

If an investigation leads the Investigator to conclude that the suspect has engaged in conduct that may be a violation of the Group's Code of Ethics or Conduct, the results of the investigation shall be reported to the EVC in accordance with the applicable procedures for company conduct and the administration of discipline.

Any charges of misconduct brought as a result of an investigation under this policy shall comply with established disciplinary procedures.

**5. MONITORING AND PERIODIC REVIEW OF POLICY**

The Group must diligently monitor these procedures to ensure that they meet the objectives of relevant legislations and remain effective for the Group and, if necessary, implement changes subject to the approval of the Board of Directors.

This policy will be reviewed periodically to assess its effectiveness.

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(Reviewed and approved by the Board of Directors on 27 February 2024)