

	<b>GERAK SAGA SDN. BHD.</b> (Co. No.: 201401022122 (1098208-V))				<b>PP</b>	
	Doc Ref:	PP/011	Issue No:	1		Doc Date:
	Doc Title:	<b>Whistle-blower Policy</b>				Page 1 of 1

Management and administration of Gerak Saga Sdn. Bhd. (henceforth known as the Company) shall require directors, officers and employees to observe high standards of business and personal ethics, practice honesty and integrity in the conduct of their duties and responsibilities.

#### **Reporting Responsibility**

This Whistle-blower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Company can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the Company's Integrity Pact, Modern Slavery Statement, Human Rights Policy, or suspected violations of law or regulations that govern the Company's operations.

#### **No Retaliation**

It is contrary to the values of the Company for anyone to retaliate against any board member, officer, and employee or volunteer, who in good faith reports an ethics violation, or a suspected violation of the law, such as a complaint of harassment, or discrimination, or suspected fraud, or suspected violation of any regulation governing the operation of the Company. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

#### **Reporting Procedure**

The Company has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If the employee is not comfortable speaking with his/ her supervisor or are not satisfied with the supervisor's response, the employee is encouraged to speak with the HR Manager or Forestry Director. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Forestry Director or designated employee, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, or the Managing Director responsible for overseeing The Company, or the Forestry Director, or another designated person.

The Company's Forestry Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Forestry Director will advise the Managing Director of all complaints and their resolutions and will report at least annually to the Managing Director on compliance activity relating to accounting or alleged financial improprieties.

Any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the management shall be reported to the Managing Director immediately until the matter is resolved.

This policy shall be made known to the employees and available to the public on the company website.

Endorsed by,



**Glen MacNair**  
Director