



HONG LEONG FOUNDATION
WHISTLEBLOWING POLICY

1. POLICY STATEMENT

Hong Leong Foundation (the “**Foundation**”) is committed to good business ethics and integrity. All persons providing operational and administrative support to the Foundation are encouraged to raise concerns about improper conduct or wrongful act committed within the Foundation at the earliest opportunity, and in an appropriate way.

2. WHO CAN RAISE CONCERNS?

Any support staff, casual workers, agency staff, volunteers, interns of the Foundation and any person who performs work or services for or on behalf of the Foundation, which includes staff or employees of HL Management Co. Sdn Bhd, partners, contractors, subcontractors, consultants, representatives, agents, intermediaries, suppliers and service providers, or any other person or persons associated with the Foundation (“**Applicable Persons**”).

3. WHAT TYPES OF CONCERNS SHOULD YOU RAISE?

You should raise any concerns about any improper conduct or wrongful act that is committed within the Foundation (“**Improper Conduct**”), including but not limited to

- Any criminal offences, including fraud, corruption, bribery and blackmail
- Any failure to comply with legal or regulatory obligations
- Any improper conduct which would be a disciplinary offence
- Any gross mismanagement of the Foundation’s affairs
- Any act or omission which jeopardises the health and safety of any Foundation staff, Applicable Persons or any member of the public

4. WHO SHOULD YOU RAISE YOUR CONCERNS WITH?

Reports of any such concerns may be made to:

Name: Quek Kon Sean

Director of Hong Leong Foundation

In writing: Level 32, Menara Hong Leong, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur, Malaysia

By email: hlfwhistleblowing@hongleong.com

Please include your full name and contact details, as well as full details of your concern and any supporting documentation you consider relevant. Should you wish to do so, you may use our [Whistleblower Form](#) to provide the details required.

The Foundation reserves the right not to investigate any alleged Improper Conduct which are raised anonymously.

Additionally, you also have the right to raise your concerns with the relevant regulators or law enforcement agencies.

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5. WHAT ACTION CAN BE TAKEN AGAINST YOU?

- i. Subject to paragraph (ii) below and to the extent permitted by law, you will be protected from retaliation, adverse employment action or legal action, and where feasible from disclosure of your identity, provided your disclosure was made in good faith (even if you are genuinely mistaken in the concerns you raise).
- ii. Your protection may be revoked and appropriate action may be taken against you if:
 - a. You have participated in the Improper Conduct disclosed;
 - b. You made a material statement which you knew or believed to be false or did not believe to be true;
 - c. The disclosure of the Improper Conduct is frivolous or vexatious;
 - d. The disclosure of the Improper Conduct is made maliciously; or
 - e. The disclosure of the Improper Conduct is made solely or substantially with the motive of avoiding dismissal or other disciplinary action.

6. DISCLOSURE OF YOUR PERSONAL INFORMATION

Please note that we may have to disclose your personal information to the board of directors and investigation team in order to follow up and, if appropriate, act on your complaint, and where required by law or regulatory authorities to release your personal information. Please take note that we may not be able to conduct the investigation or the investigation may be affected if you object to the disclosure of your personal information.

7. WILL YOU BE INVOLVED IN THE INVESTIGATION?

You will only be requested to assist when more information is needed during the investigation of the alleged Improper Conduct.

WHISTLEBLOWER FORM

You should raise any concerns about any improper conduct or wrongful act that is committed within the Foundation.

YOUR RELATIONSHIP WITH THE FOUNDATION (Please tick as applicable)	Hong Leong Group personnel: <input type="checkbox"/> Please specify your relationship, including details of the work, services or support you provide to the Foundation. Provide also the name of the Hong Leong company you're employed with, your staff ID and your designation.
	Non-Hong Leong Group personnel: <input type="checkbox"/> Please specify your relationship. Please include your employer's details if your employer provides services to or otherwise has a business relationship with the Foundation.
YOUR CONTACT DETAILS	Name: Address: Telephone: Email:

DETAILS OF YOUR CONCERNS
(please provide as much information as possible)

DESCRIPTION OF IMPROPER CONDUCT:
(use the additional information sheet, if necessary)

WHERE DID THE IMPROPER CONDUCT OCCUR?

WHEN DID THE IMPROPER CONDUCT OCCUR?

NAME AND POSITION OF PERSON(S) INVOLVED:

DETAILS OF ANY WITNESS(ES):

DID YOU REPORT THE IMPROPER CONDUCT TO ANY AUTHORITIES? IF YES, PLEASE GIVE DETAILS:

SUPPORTING DOCUMENT(S) ATTACHED (Please tick)?

Yes

No

ADDITIONAL INFORMATION SHEET

ANY ADDITIONAL INFORMATION:

Provide any further details you think may be relevant, for example, whether you approached the person(s) concerned, any financial impact to the Foundation, etc.

