

## **SARAWAK CABLE BERHAD WHISTLE-BLOWING POLICY**

### **1. Policy Statement**

- 1.1 Sarawak Cable Berhad (“SCABLE” or “the Company”) is committed to achieve and maintain a high standard of integrity and accountability in the conduct of businesses and operations. The Company aspires to conduct its affairs in an ethical, responsible and transparent manner.
- 1.2 In tandem with the recognition of the abovementioned values, SCABLE provides an avenue for all employees and members of the public to disclose any improper conduct, illegal acts and unethical behaviour that may happen in SCABLE Group.
- 1.3 To improve corporate governance, this policy and procedures is applicable to all companies within SCABLE Group.

### **2. Scope of the Policy**

This policy is designed to facilitate employees and members of the public to disclose any misconduct or criminal offences through internal channel. The misconduct or criminal offences include but not limited to the following:

- Corruption, bribery and fraud;
- Criminal offence or breach of laws in Malaysia or overseas;
- Conflict of interest;
- Abuse of Power;
- Theft of Company’s Property;
- Misuse of Company’s Property;
- Misappropriation of Company’s funds;
- Act or omission jeopardising the health and safety of employees;
- Improper or unethical conduct or behaviour; and
- Sexual harassment.

### **3. Reporting Procedure & Channels**

All disclosures are to be channelled in accordance with the procedures as outlined below:

If any employee believes reasonably and in good faith that malpractices exists in the work place, the employee should inform or report the matter to the department manager first. The employee may also choose to report directly to the Person in Charge (“PIC”) via the following channels in strict confidential manner:

- (a) Electronically via email to the appointed PIC; or
- (b) In writing to the appointed PIC.

- **Senior Manager, Risk Management and Compliance**

- Where the wrongdoing involves accounting, audit and internal control or management.

Email: [bobbym@sarawakcable.com](mailto:bobbym@sarawakcable.com)

Tel: +6 082 434311

Mail: (mark, “*Strictly Confidential – to be opened by Addressee only*”) Sarawak Cable Berhad  
Lot 767, Block 8, Muara Tebas Land District,  
Demak Laut Industrial Estate Phase III, Jalan  
Bako, 93050 Kuching, Sarawak, Malaysia.

Attn: **Senior Manager, Risk Management and Compliance**

- **Group Chief Operating Officer**

- Where the wrongdoing involves any other matters.

Email: [tankh@sarawakcable.com](mailto:tankh@sarawakcable.com)

Tel: +6 082 434311

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Attn: **Group Chief Operating Officer**

#### 4. Disclosure of Identity

The whistle-blower(s) is required to disclose his/her personal details as follows:

- Full name;
- N.R.I.C. number; and
- Telephone contact number.

## **5. Protection Accorded to the Whistle-blowers**

A whistle-blower will accord with protection under the Policy provided the disclosure is made in good faith. Such protection is accorded even if the investigation reveals that the whistle-blower has mistaken as to the facts and the rules and procedures involved.

The Company reserves the right to revoke protection under the following circumstances:

- the whistle-blower participated in improper conduct;
- the whistle-blower wilfully discloses a false statement; or
- the disclosure is made with malicious intent.

## **6. Investigation Procedures**

6.1 The PIC will response to your concern promptly. In order to be fair to all employees, including those may be wrongly or mistakenly accused, the PIC will make initial inquiries to decide whether an investigation is appropriate, if so, what form it should take. The overriding principle for the PIC will be in the best interest of the Company and the public at large.

6.2 SCABLE may carry out investigation in the following manner:

- Independent inquiry by the appointed PIC;
- Refer the case to Internal Auditors;
- Refer the case to External Auditors; or
- Refer the case to police and/or other relevant authorities.

## **7. Confidentiality**

All cases reported will be treated confidentially and every effort will be made not to reveal your identity. If disciplinary or other proceedings follow the investigation, it may not be possible to take action as a result of your disclosure without your help, so you may be asked to forward as a witness. You are not expected to prove beyond the truth of your suspicion, you will need to demonstrate to the PIC that you have a genuine concern relating to suspected wrongdoing or malpractice within the SCABLE Group and there are reasonable grounds of your concern.

## **8. Acknowledgement of Notification and Reward**

SCABLE recognises loyalty and contribution by creating a present environment where employees would maintain a high standard of ethics, honesty, openness and accountability. Management will acknowledge the positive and constructive feedback demonstrated by whistle-blowers. Management's will take into consideration, among others, for the employees' career opportunities and advancement. In addition, SCABLE will also reward to whistle-blowers a monetary sum of ten (10%) percent based on the lost amount successfully recovered by the Company.