



CE Technology Berhad

Co. No.: 200201018747(586410-P)
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34600 Taiping, Perak, West Malaysia.
Tel : +605-8910716 Fax : +605-8910717 Email : hello@ceglobal.com.my
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Whistle Blowing Policy

PURPOSE

This policy defines an important aspect of accountability and transparency which is a mechanism to enable all individuals to voice concerns internally in a responsible and effective manner when they discover information which they believe shows serious malpractice.

Our whistleblowing policy is therefore fundamental to the Company's professional integrity. In addition, it reinforces the value the Company placed on employees to be honest and respective members of their individual professions. It provides a method of properly addressing bona fide concerns that individuals within the Company might have, while also offering whistleblowers protection from any victimization, harassment or disciplinary proceedings.

COVERAGE

This policy applies to all suppliers, contractors and sub-contractors, consultants, business partners, stakeholders, and employees directly or indirectly employed by CE Technology Berhad (CET).

Any disciplinary action to be taken against employees after the conclusion of investigations of this nature shall be in accordance with Grievance, Misconduct, and Disciplinary Policy and Procedure, and within applicable labour laws and procedures. In the case of proven wrongdoing or improper conduct involving an external party, this fact shall be made known to the Managing Director and CEO (MD & CEO) in order for decision on the next course of action.

POLICY

The Company is committed to promoting and maintaining high standards of transparency, accountability and ethics in the workplace. Ensuring that a process is in place to allow employees to report alleged improper or unlawful conducts



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without fear of retribution is an integral component of CET's zero tolerance for inappropriate or unlawful workplace conduct. The Company is committed to maintaining an atmosphere of mutual workplace respect and proper business behavior which is vital to the integrity and success of the organization. Implementing a structurally sound and business effective whistleblowing policy is a significant step towards this objective.

This policy should be read together with Grievance, Misconduct, and Disciplinary Policy and Procedure.

REPORTABLE CONDUCT

Whistleblowing is the confidential disclosure by an individual of any concern encountered in the workplace relating to a perceived wrongdoing. The following is a non-exhaustive list of examples of wrongdoing or improper conduct under the scope of this policy:

- 1) Conduct which constitutes a criminal offence under the law, such as fraud, corruption, forgery, cheating, criminal breach of trust, disseminating proprietary information to outsiders of the Company, insider trading, abetting or intending to commit criminal offence;
- 2) Sexual harassment complaints;
- 3) Conduct which is in contravention of established written policies and guidelines including but not limited to breach of confidentiality, late arrival to work, failure to carry out superior's instructions/orders, misuse of Company property and assets; violations of Grievance, Misconduct and Disciplinary Policy, other policies, guidelines and procedures and/or any conduct which undermines the ethical values of the Company, i.e. integrity, honesty, accountability, transparency, fairness and the like even though there may not (yet) be any laws or procedures governing such unethical conduct;



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- 4) Gross waste of the Company's resources or intended destruction of the Company's property;
- 5) Failure to comply with contractual obligations or statutory obligations;
- 6) Any action which creates risk (actual or potential) to the health and safety of any individual; or
- 7) Any attempt to conceal or suppress information relating to the above.

EMPLOYEES' RESPONSIBILITY

- 1) Every employee has the responsibility to ask questions, seek guidance, report suspected violations, and express concerns regarding compliance of the Company's code of conduct or good governance practices.
- 2) Any employee who knows or believes that any other employees or parties covered in the scope of this policy has engaged or is engaging in a conduct that violates applicable laws or Company's code of conduct or good governance practices should report such information to the respective Head of Department or to the Executive Assistant to the CEO, or the CEO.
- 3) CEO will have the authority to decide on action to be taken, if any.

COMPANY'S & MANAGEMENT'S OBLIGATION

- 1) The Company provides assurances and protection to whistle blowers against retaliation, if the report is made in good faith.
- 2) The Company shall not interfere with the lawful employment or livelihood of the whistle blower. This includes discrimination, discharge, disciplinary action, demotion, suspension, disadvantage, termination or adverse treatment in relation to the whistle blower's employment, career, profession, trade or business.



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- 3) The Company shall take action against any employee who threaten to do so.
- 4) Take whistle blowing reports seriously and provide full support when reports are being investigated.
- 5) Where the identity of the whistleblower came to be known unintentionally, do not take negative action against the said individual and ensure other employees do not penalize the whistle blower either. Management shall continue to provide assurances and protection to the whistle blower.
- 6) The Company will not tolerate retaliation against individuals filing complaints unless the report was willfully false or malicious.
- 7) Ensure compliance with the Malaysian Whistleblower Protection Act 2010.

ABUSE OF THE SYSTEM

A whistle blower who makes a false report that is not in good faith, i.e. was done primarily with malice to damage another person or the organisation, is subject to appropriate action within the Company's policy or labour laws, if appropriate.

FURTHER RECOURSE

If a whistle blower believes that insufficient action was taken to address a report, he or she may contact the HR Manager and or office helpdesk.

ANONYMOUS COMPLAIN

The Company provides internal anonymity; however, it cannot guarantee this will be retained if external legal action flows from the disclosure.

The Company is not accountable for maintaining anonymity where the whistleblower has told others of the alleged misdemeanor.



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Whilst the Company encourages whistleblowers to identify themselves, anonymous complains will nevertheless be taken seriously and investigated fully. However, the effectiveness of any whistle blowing enquiry may be limited where an individual chooses not to be identified.

ADVICE FOR EMPLOYEE MAKING DISCLOSURE

The Company acknowledges that making disclosures of impropriety is a difficult decision for an employee to make. As the issues that prompt the concern are likely to be complex, the employee should strive to be accurate in his or her observations and claims, and keep formal records documenting relevant events.

Employees are encouraged to express their concerns at the earliest opportunity so that timely action can be taken.

RESPONSIBILITY

Manager, Human Resource & Corporate Social Responsibility

CONTACT

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Approved by the Board of Directors on 28 September 2020