

HUMAN RESOURCES POLICY & PROCEDURE

POLICY NUMBER	PAGE 1	DATE
HR-WB-01	OF 2	1 st July 2024
ISSUED BY	APPROVED BY	
Head of People & Human Resources	Chief Operating Officer	
SUBJECT	DISTRIBUTION	
Whistle Blowing Policy	Human Resources	

WHISTLE BLOWING POLICY

Objectives:

PEOPLElogy Group is committed to maintaining the highest standards of integrity, transparency, and accountability in all aspects of its operations. We recognize that employees and other stakeholders may become aware of activities or conduct that may violate laws, regulations, or company policies. To encourage the reporting of such concerns and protect whistleblowers from retaliation, PEOPLElogy Group has established this whistleblowing policy in accordance with The Whistleblower Protection Act 2010 (Act 711) in Malaysia.

The purpose of this policy is to provide a mechanism for employees and other stakeholders to report concerns about misconduct, corruption, fraud, or other unethical behavior within PEOPLElogy Group, without fear of reprisal. This policy outlines the procedures for making a report, the protections available to whistleblowers, and the process for investigating and addressing reported concerns.

Covered Conduct:

This policy applies to any conduct that may constitute a violation of laws, regulations, or company policies, including but not limited to:

- Corruption, bribery, or kickbacks
- Fraud, embezzlement, or misappropriation of funds
- Violations of health, safety, or environmental regulations
- Discrimination, harassment, or retaliation against employees
- Any other unethical or illegal conduct

Reporting Procedures:

Employees and other stakeholders are encouraged to report concerns about misconduct or wrongdoing in writing to the Human Resource Department. Reports can be made anonymously if desired, and should include as much detail as possible, including the nature of the concern, individuals involved, and any supporting evidence.

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Protection of Whistleblowers:

PEOPLElogy Group is committed to protecting whistleblowers from any retaliation, harassment, or adverse employment action as a result of making a report in good faith. Whistleblowers who believe they have been subjected to retaliation should report such actions immediately, and the company will take appropriate measures to address and remedy the situation.

Investigation and Resolution:

All reports of misconduct will be promptly and thoroughly investigated by PEOPLElogy Group in accordance with applicable laws, regulations, and internal policies. Investigations will be conducted impartially and confidentially, and every effort will be made to protect the privacy of all parties involved. Upon completion of the investigation, appropriate corrective actions will be taken, which may include disciplinary action, termination of employment, or referral to law enforcement authorities.

Confidentiality:

PEOPLElogy Group will maintain the confidentiality of whistleblowers to the extent possible, consistent with the need to conduct a thorough investigation and take appropriate corrective action. Information about whistleblowers and the details of their reports will be disclosed only on a need-to-know basis and in accordance with applicable laws and regulations.

Non-Retaliation:

PEOPLElogy Group prohibits any form of retaliation against individuals who make reports of misconduct in good faith. Any employee found to have engaged in retaliation against a whistleblower will be subject to disciplinary action, up to and including termination of employment.

Review and Updates:

This policy will be reviewed periodically to ensure its effectiveness and compliance with The Whistleblower Protection Act 2010 (Act 711) and other relevant laws and regulations. Updates will be made as necessary to address changing circumstances and emerging best practices.