

CROPMATE BERHAD

WHISTLE BLOWING POLICY

Version Control

Issue Date	Summary of Key Changes	Review Date
2023	Initial Document	2023



WHISTLE BLOWING POLICY

INTRODUCTION

The Board of Directors ("Board") of Cropmate Berhad ("Cropmate") is committed to achieving and maintaining the highest standard of work ethics in the conduct of business. In line with the code of conduct & ethics, and good corporate governance practices, the Company encourages its employees (including former employees and irrespective of nature of employment status), customers and any other stakeholders/persons providing services Cropmate, including consultants, vendors, independent contractors, external agencies and/or any other party with a business relationship with Cropmate to report suspected and/or known inappropriate, unethical or unlawful behaviour and practices by the management or employees.

This policy is to provide an avenue for legitimate concerns to be investigated and addressed. All concerns about illegal, unethical or questionable practices may be raised in confidence and without the risk of reprisal.

OBJECTIVE

The policy is designed to support to the following:

1. Provide an avenue for all employees (including former employees and irrespective of nature of employment status), customers and any other stakeholders/persons providing services Cropmate, including consultants, vendors, independent contractors, external agencies and/or any other party with a business relationship with Cropmate to disclose any improper conduct or any action that is or could be harmful to the reputation of Cropmate and / or compromise the interest of stakeholders;
2. Provide proper internal reporting channel to make a disclosure to disclose any improper or unlawful conduct in accordance with the procedures as provided for under this policy;
3. Address a disclosure in an appropriate and timely manner;
4. Provide protection for the whistleblower from reprisal as a direct consequence of making a disclosure and to safeguard such person's confidentiality; and
5. Treat both the whistleblower and the alleged wrongdoer fairly.

TYPE OF IMPROPER CONDUCT

The following shall constitute "Reportable Misconduct" under whistle-blowing policy but not limited to the followings:

- a. Fraud, misappropriation of funds or assets
- b. Misconduct such as bribery, corruption or blackmail
- c. Violation of the Company's code of conduct, procedures or policies
- d. Improper or unethical conduct or behavior
- e. Conflict of interest



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- f. Theft or embezzlement of fund or assets
- g. Abuse of power or position
- h. Breach of confidentiality
- i. Criminal breach of trust
- j. Failure to comply with any legal obligations
- k. Danger to health and safety of any employee of the Company or any other individual
- l. Sexual harassment

CONFIDENTIALITY AND ANONYMITY

All whistle blowing reports will be treated as confidential and the identity of the whistle blower will not be revealed unless agreed otherwise by the whistle blower. However, such confidentiality will not take place in the event the disclosure of identity is required by law. The whistle-blower is to be given an assurance that his/her identity will be only known to the top managements strictly on a need-to-know basis and the outcome of the investigation will be fed back to the whistle-blower. This is to encourage and give confidence to the whistle-blower that the complaint will be investigated.

PROTECTION TO WHISTLE-BLOWER

This policy provides assurance that the whistle-blower, if an employee of Cropmate, shall be protected against retaliation and immunity from disciplinary action from the whistle-blower's immediate supervisor or department/division head or any other person exercising power or authority over the whistle-blower in his/her employment. However, whistle-blowers making a report in bad faith or based on unfounded allegations or containing trivial and malicious claims maybe subjected to disciplinary actions by the company.

REPORTING PROCEDURE

The channel of reporting is through the Company website at whistleblower@cropmate.com.my by filling up the Whistle Blowing Reporting Form as attached. The Company shall not entertain any anonymous whistle-blowing. However, the Company reserves the right to investigate any anonymous report.



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WHISTLE BLOWING REPORT FORM

A. Nature of Misconduct

(Kindly describe the incident, specify date, time and venue and who is involved.)

B. Contact

Name of Whistle-Blower : _____

Tel No : _____

Email Address : _____

Date : _____