

# Teras Sari Resources Sdn Bhd

Whistleblower & Protection Policy

Rev: 0

## Teras Sari Resources Sdn Bhd

# WHISTLEBLOWER & PROTECTION POLICY

This policy is intended to encourage Whistleblower (any Board members, staff or the public) to report suspected or actual instances of bribery, unethical (behavior or practice) incidents to Teras Sari Resources Sdn Bhd.

1. Whistleblower should immediately report suspected or actual bribery events to his or her supervisor.
2. If Whistleblower is uncomfortable or refuses to report to the supervisor, then he/she may report the event to the highest level or other level of management, including to appropriate committees or board members.
3. Whistleblower may report any bribery events with his or her identity or anonymously.
4. The Whistleblower will not receive any retaliation for reports in good faith.
5. Anyone who takes retaliation actions on Whistleblower (who reports good events) will be subjected to disciplinary action, including termination of employment.
6. Supervisors, managers and / or members of the Board receiving the report should act immediately to investigate and / or resolve the problem.
7. Whistleblower will receive a report within 5 days of the report being made, regarding the outcome of the investigation, disposal, or resolution of the issue.
8. If the investigation of the report, conducted in good faith and investigated by an internal member, is not acceptable to Whistleblower, then he / she has the right to report the incident to the MACC pursuant to the 1-800-88-6000 toll-free number.
9. Whistleblower's identity will be kept confidential by the person involved in implementing this policy unless the issue requires investigation by the MACC authorities.

Approved by:

Name: Muhammad Helmy Haqqim Bin Mohd Suhaimi	Position: Director
Signature: 	Date: 01-10-2024

\*This policy can be downloaded in our company website (<https://terassari.com.my/>).

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## Bribery Reporting SOP

**Objective:** To all employees and the general public with transactions with Teras Sari Resources Sdn Bhd. if you have information about any suspected corruption / business / business practices, you can report to the management in the following way:

No	Flow Chart	Record / Evidence
1	Get the Whistleblower Report Form in the Suggestion Box or front office or download from our website at <a href="https://terassari.com.my">https://terassari.com.my</a>	Whistleblower Report Form
2	Fill in any information found / suspected of corruption. Information that can be substantiated is: a) Photos b) Video c) Document (eg. Payment receipts, bank slip, etc)  If you are concerned about your identity, you can ignore the name of the complainant. But a contact is required (eg. a phone number or email) if additional information is required for future investigation.	Evidence of bribery
3	Submit the completed Whistleblower Form in the Suggestion Box. You can take pictures and email them to:  Company Email: <a href="mailto:ereport@terassari.com.my">ereport@terassari.com.my</a>	-
<b>Whistleblower is protected under the WHISTLEBLOWER PROTECTION ACT 2010. We promised that no retaliation will be made to all Whistleblowers. Whistleblower policy is displayed at our office / website</b>		
4	Once the information has been received, management will investigate reported corruption incidents. The results of the investigation must be returned to the informant within 5 working days of the date of the report.	Investigation Report
5	If the act of corruption is confirmed, the case will be referred to the MACC for further action by the authorities.	-

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## Appendix: Whistleblower Report Form

WHISTLEBLOWER REPORT FORM		
To:		
Date & Time	Date:	Time:
Location of incident:		
Name of defendant / Division / Department		
Description / Situation of the alleged incident  (Please use attachments if necessary)	<ul style="list-style-type: none"><li>• <i>What, Who, When, Where, How, Witnesses</i></li><li>• <i>Please provide evidence to support the claim (photos, video...)</i></li></ul>	
Name (optional)		
Dept / Div / Company		
Tel No / Email		
Date reported		

Note: You will need to provide your telephone / email number so that we can contact you for additional information on reported incidents.

Kindly email to: [ereport@terassari.com.my](mailto:ereport@terassari.com.my)