



AKPK Whistleblowing Policy

- AKPK's Whistleblowing Policy is aimed at achieving and maintaining high standards of conduct at work, openness and accountability.
- Employees and stakeholders, including suppliers are encouraged to report genuine concerns about any misconduct without fear of reprisals should they act in good faith.
- Whistleblowers are encouraged to put their names to allegations because relevant follow-up enquiry and investigation may not be possible unless the source of information is identified.
- AKPK will take all reasonable steps to protect the whistleblower against any discrimination, retaliation or harassment. Party that retaliates against someone who has reported a wrongdoing in good faith may be subject to appropriate action, up to and including legal action, where applicable.
- If the subsequent investigation reveals that the disclosure was made with malicious intent, appropriate action will be taken against the whistleblower.
- 'Misconduct' means any unethical behaviour, malpractice, illegal act or failure to comply with AKPK's policy and procedures, including but not limited to:
 - a) Concerns about AKPK's accounting treatments, internal controls or auditing matters
 - b) Impropriety, corruption, act of fraud and theft
 - c) Misuse of AKPK's property, assets or resources
 - d) Conduct which is an offence or miscarriage of law
 - e) Abuse of power of authority
 - f) Gross mismanagement within AKPK
 - g) Serious conflict of interest without disclosure
- A whistleblower may report his/ her concerns to the following designated officers:
 - a) Chief Executive Officer of AKPK @ ceo@akpk.org.my
 - b) Chairman of AKPK's Board Audit Committee @ acchairman@akpk.org.my
 - c) Chairman of AKPK's Board of Directors @ chairman@akpk.org.my
- A misconduct can be also reported by submitting the Whistleblowing Incident Report Form (WIRF) with the designated officer. The sample of the WIRF is appended in the **Appendix**.



Whistleblower Incident Report Form (WIRF)

Reporting Misconduct

You should share your concerns of misconduct with the Chief Executive Officer (CEO) @ ceo@akpk.org.my . If it is inappropriate to report to the CEO, you can report your concerns to the Chairman of the Board of Directors @ chairman@akpk.org.my or the Chairman of the Board Audit Committee @ acchairman@akpk.org.my . If your concerns involve a Director of the BOD, you can report your concerns to the Chairman of the BOD.

Date of Report: _____

Person reporting the actual or suspected misconduct.

(Do not complete this section if you wish this to be an anonymous report)

Name: _____

Email address: _____

Telephone number: _____

Person against whom the report of actual or suspected misconduct is being made.

Name: _____

Email address: _____

Telephone number: _____

Note:

Use the back of this form or additional sheets of paper to describe the alleged misconduct. Please include specific facts and documentation, if any, as well as the names of any individual at AKPK with whom you have discussed your concerns.