

## WHISTLEBLOWING

### Policy Statement

Apex Investment Services Berhad (AISB) is committed to the highest standard of integrity, openness and accountability in the conduct of its businesses and operations. It aspires to conduct its affairs in an ethical, responsible and transparent manner. Recognizing the abovementioned values, AISB provides avenue for all employees of AISB and members of the public to disclose any improper conduct within AISB.

### Objective of the Policy

This policy is to provide an avenue for all employees of AISB of the public to disclose any improper conduct in accordance with the procedures as provided for under this policy and to provide protection for employees and members of the public who report such allegations.

### Improper Conduct

The whistleblowing may relate to any information pertaining to wrongdoings, malpractices, and/or irregularities as per the following:

- Dishonest, fraudulent, corrupt or illegal practices
- Unfair business practices or misrepresentation
- Unethical behaviour
- Conduct that endangers health and safety
- Violation of laws and constitution
- Conflict of interest
- Reputational risk

The above list is not exhaustive and includes any act or omissions, which if proven, will constitute an act of misconduct under the Code of Ethics or any criminal offence under relevant legislations in force.

### Protection to Whistleblower

A whistleblower will be accorded with protection of confidentiality of identity, to the extent reasonably practicable. In addition, an employee who whistleblows internally will also be protected against any adverse and detrimental actions for disclosing any improper conduct committed or about to be committed within AISB, to the extent reasonably practicable, provided that the disclosure is made in good faith. Such protection is accorded even if the investigation later reveals that the whistleblower is mistaken as to the facts and the rules and procedures involved.

### Anonymous Whistleblower

Any anonymous disclosure will not be entertained. Any employee or member of the public who wishes to report improper conduct is required to disclose his identity to the Company in order for the Company to accord the necessary protection to him. However, the Company reserves its right to investigate into any anonymous disclosure.

### Required Information

To facilitate the investigation, details and information on the concern made by the Whistleblower should include name(s) of the person(s) involved, date and location of the event, and provide supporting document / proof.

### Reporting

- Disclosures can be made through email to the following email address:
- Email address: [aisb.comp@apexis.com.my](mailto:aisb.comp@apexis.com.my)
  
- Whistleblowing complaint form: **attached below**

**Whistleblowing Complaint Form**

**LODGEMENT OF CONCERNS WITH REGARD TO  
MALPRACTICE/WRONGDOING**

To :  
From :  
Contact No :  
Email :

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**Section A: (To be completed by person reporting)**

1) Describe the nature of your concern:

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2) Reason(s) for your concern; including any background information.

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3) Describe the place and time of the event had taken place.

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4) Name of staff involved in the malpractices or wrongdoings:-

i)	ii)
_____	_____
iii)	iv)
_____	_____

5) Names of witness(es) that may support your concern:

i)	ii)
_____	_____

6) Documentary evidence to substantiate your report/event (if any)

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**Signature of Person Reporting**

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Name:

Date: