

TAYOPACK Inspired by Zealous

WHISTLEBLOWING POLICY



Effective Date: July 2025
Latest Amendment: March 2026

Tayopack Sdn Bhd Whistleblowing Policy

1. Purpose

The purpose of this policy is to provide a clear and safe mechanism for anyone to report suspected wrongdoing or unethical behavior at Tayopack. We are committed to acting with integrity, accountability, and transparency. This policy ensures that concerns are raised, investigated, and resolved fairly, without fear of retaliation.

2. Scope

This policy applies to:

- All employees (permanent, contract, and temporary)
- Interns and trainees
- Contractors, suppliers, and business partners
- Any other stakeholders connected to Tayopack

The policy covers concerns such as:

- Fraud, corruption, or bribery
- Theft, embezzlement, or misuse of company assets
- Harassment, discrimination, or unsafe work practices
- Breaches of laws, regulations, or Tayopack's Code of Conduct
- Any unethical or improper behavior that could harm the company, employees, or stakeholders

3. Policy Statement

Tayopack encourages all individuals to report concerns in **good faith**, meaning honestly and with the belief that wrongdoing has occurred. The company will:

- Treat all reports seriously and confidentially
- Investigate reports fairly, promptly, and impartially
- Protect whistleblowers from retaliation or unfair treatment

4. Principles

1. **Good Faith Reporting:** Reports should be made honestly and based on reasonable suspicion. Malicious or false reports are not tolerated.
2. **Confidentiality:** The identity of the whistleblower will be protected, and information will only be shared with those necessary for the investigation.
3. **Protection from Retaliation:** No individual will face retaliation, harassment, or adverse treatment for raising concerns in good faith.
4. **Impartial Investigations:** Investigations will be conducted fairly and without bias. Conflicts of interest will be managed.
5. **Accountability:** Appropriate actions will be taken if wrongdoing is proven.

5. Procedure

To report concerns, individuals may use one of the following channels:

1. **Email:** Send a detailed report to **integrity@tayopack.com**. Include relevant information such as date, location, persons involved, and description of the concern.
2. **Physical Suggestion Box:** Drop a written report in the secure suggestion boxes located at designated areas within Tayopack premises. Clearly mark it as a “Whistleblowing Report.”

Reports can be **anonymous**, though providing contact information can assist with follow-up questions during the investigation.

6. Investigation Process

- All reports will be reviewed by Tayopack’s Integrity Officer or appointed personnel.
- A decision will be made whether an investigation is required.
- Investigations will be conducted discreetly, and findings documented.
- Where appropriate, corrective actions or disciplinary measures will be applied.

7. Whistleblower Protection

- Individuals reporting concerns in good faith are protected from retaliation, harassment, or any adverse action.
- Any employee found to retaliate against a whistleblower will face disciplinary action, up to and including termination.

8. Disclosure of Personal Information

- Personal information of the whistleblower will remain confidential and used only for investigation purposes.
- Disclosure to third parties will occur only if required by law or essential for the investigation.

9. Involvement of Whistleblower in the Investigation

- Whistleblowers may be interviewed to clarify information or provide evidence.
- Their involvement will not lead to any negative consequences.
- Feedback or updates may be provided where appropriate, without compromising confidentiality.

10. Conflict of Interest

- Anyone involved in handling or investigating a report must declare any conflict of interest.
- If a conflict exists, an alternative investigator will be assigned to ensure impartiality.

11. Communication

- Information regarding whistleblowing reports and investigations will be shared only with authorized personnel.
- Updates may be provided to the whistleblower, management, or regulatory authorities as required.

12. References

- Tayopack Code of Conduct
 - Malaysian Anti-Corruption Commission (MACC) Guidelines
 - Employment Act 1955
 - Applicable Malaysian laws and regulations
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Whistleblowing Report Form

You should report any genuine concerns about improper conduct, unethical practices, or wrongful acts ("Improper Conduct") at Tayopack Sdn Bhd. Issues related to personal employment matters such as salary, benefits, leave, or performance should be addressed directly with Human Resources (HR) and not through this Whistleblower Reporting Form.

Field	Details
Your Relationship With Tayopack	Please tick all applicable: ☐ Employee ☐ Contractor / Supplier ☐ Customer / Client ☐ Visitor ☐ Other: _____
Date of Report:	
Your Name (Optional):	
Department / Position (Optional):	
Contact Details (Optional):	
Type of Concern:	☐ Fraud ☐ Corruption ☐ Theft ☐ Harassment ☐ Unsafe Practice ☐ Others: _____
Details of Incident / Concern:	
Date / Time of Incident:	
Location of Incident:	
People Involved (if known):	
Supporting Evidence:	
Additional Information:	
Declaration:	☐ Yes. I confirm that the information provided is true to the best of my knowledge and I am submitting this report in good faith.
Signature (if not anonymous):	Date: