



**SUCCESS TRANSFORMER  
CORPORATION BERHAD**  
(200301034518) (636939-W)

# **WHISTLE BLOWING POLICY AND PROCEDURES**

Approved by Board : 26 May 2014  
Updated as at : 15 October 2019  
: 30 June 2020

## **1. POLICY STATEMENT**

- 1.1.** The Board establishes, reviews and implements policies and procedures on whistleblowing to encourage employees to disclose any malpractice or misconduct of which they have become aware.
- 1.2.** All employees and stakeholders (i.e. shareholders / suppliers / customers) are encouraged to report genuine concerns about the unethical behavior, malpractices, illegal acts or failure to comply with regulatory requirements without fear of reprisal should they act in good faith when reporting such concerns.
- 1.3.** STC's views any harassments or retaliations in any form or manner against genuine whistle blower seriously and will treat such action as gross misconduct, which if proven, may lead to dismissal.
- 1.4.** The policy and procedures is applicable to all companies within the Group of STC (or the "STC Group").

## **2. WHISTLE BLOWING**

- 2.1.** Whistle Blowing is a specific means by which a worker or stakeholder can report or disclose through established channels, concerns about the unethical behavior, malpractices, illegal acts or failure to comply with regulatory requirements that are taking place or have taken place or may take place in the future.
- 2.2.** Only genuine concerns should be reported under Whistle Blowing procedures. This report should be made in good faith with a reasonable belief that the information and any allegation in it are substantially true, and the report is not made for personal gain. Malicious and false allegations will be viewed seriously and treated as a gross misconduct and if proven may lead to dismissal.

### 3. PROCEDURES

- 3.1. Any concern by the Directors, Management and/or all employees of the STC Group should be raised with immediate superior. If for any reason, it is believed that this is not possible or appropriate, then the concern should be reported to Managing Director (“MD”). Channel of reporting to MD are:

<b>Name</b>	: Tan Ah Bah @ Tan Ah Ping
<b>Telephone</b>	: 03- 61565151
<b>Mail</b>	: <b>Success Transformer Corporation Berhad</b> No.3, 5 & 7 Jalan TSB 8, Taman Industri Sungai Buloh, 47000 Sungai Buloh, Selangor Darul Ehsan. [Mark Strictly Confidential]
<b>Attention</b>	: Managing Director
<b>Email</b>	: stc.corporate@success.com

- 3.2. In the case where reporting to Management and/or MD is a concern, then the report should be made to the Chairman of Audit Committee. Channel of reporting to the Chairman of Audit Committee are:

<b>Name</b>	: Chan Foong Ping
<b>Mail</b>	: <b>Success Transformer Corporation Berhad</b> No.3, 5 & 7 Jalan TSB 8, Taman Industri Sungai Buloh, 47000 Sungai Buloh, Selangor Darul Ehsan. [Mark Strictly Confidential]
<b>Attention</b>	: Chairman – Audit Committee
<b>Email</b>	: cfp@success.com.my

### 4. ACTION

- 4.1. All reports will be investigated promptly by the person receiving the report. If required, he can obtain assistance from other resources within the Group (e.g. Group Human Resource Department). The progress of investigation will be reported to the Audit Committee no later than at the next scheduled meeting.
- 4.2. Reports received anonymously will be treated as confidential.

- 4.3. The person making anonymous report will be advised that maintaining anonymity may hinder an investigation. Irrespective of this, anonymity will be maintained as long as it's permitted by laws and regulations or the person making the report indicates that he no longer wishes to remain anonymous.
- 4.4. Upon completion of investigation, appropriate course of action will be recommended to the Audit Committee for their deliberation. Decision taken by the Audit Committee will be implemented immediately.
- 4.5. Where possible, steps will also be implemented to prevent similar situation arising.

## 5. FURTHER ACTION

- 5.1. If for any reason, the person making the report is not satisfied with the way his report had been dealt with, he can escalate his report to the Chairman of Audit Committee. Channel of reporting to the Chairman of Audit Committee are:

<b>Name</b>	: Chan Foong Ping
<b>Mail</b>	: <b>Success Transformer Corporation Berhad</b> No.3, 5 & 7 Jalan TSB 8, Taman Industri Sungai Buloh, 47000 Sungai Buloh, Selangor Darul Ehsan. [ <i>Mark Strictly Confidential</i> ]
<b>Attention</b>	: Chairman – Audit Committee
<b>Email</b>	: cfp@success.com.my

- 5.2. The Chairman will deliberate the report with his fellow Board members and decide on the appropriate course of action.