

Hong Leong Asia Limited

Whistleblowing Policy

1. OBJECTIVE AND SCOPE

- 1.1 **HONG LEONG ASIA LTD.** (“the Company” or “HLA”) and its subsidiaries are committed to conducting business with integrity, consistent with good business ethics and in compliance with all applicable laws and regulatory requirements.
- 1.2 In line with this commitment, the Company has in place this **Whistleblowing Policy and procedures** (“the Policy”) where staff (“the Complainant”) of the Group and any other persons are encouraged to raise, in confidence, genuine concerns on possible improprieties relating to improper business conduct, fraud or other unlawful practices at the earliest opportunity, and in an appropriate way. Improprieties cover matters relating to fraud or other unlawful practices. The following are some examples of Improprieties:
- Fraud or deliberate error in the recording or maintaining of the Group’s financial records or in the preparation, review or audit of the Group’s financial statements;
 - Corruption, acts of fraud, theft and/or misuse of the Group’s properties, assets or resources;
 - Conflict of interest without disclosure;
 - Conduct which is an offence or breach of law in the jurisdiction in which the conduct took place;
 - Wilful provision of incorrect information to public bodies; and
 - Concealing information about any malpractice or Impropriety in the Group’s business.
- 1.3 This Policy also extends to cover entities within the group of companies of Hong Leong Asia Ltd. (“the Group”) to the extent that it is in compliance with the local laws and regulations of the countries in which such companies operate.
- 1.4 The Audit and Risk Committee treats complaints of Impropriety seriously and acts expeditiously, having regard to the nature of the Complaint and information available.
- 1.5 The Audit and Risk Committee has the responsibility of overseeing this Policy which is administered by the Head of Internal Audit (the “**Designated Officer**”) who reports directly to the Audit and Risk Committee.

2. CONFIDENTIALITY

- 2.1 The Company is committed to maintaining procedures for the confidential and anonymous reporting of Complaints by a person making the whistle blowing report.
- 2.2 All reports of Complaints will be treated on a confidential and anonymous (to the fullest extent possible) basis.

3. SUBMISSION OF COMPLAINTS

- 3.1 All Complaints should be addressed to the Designated Officer or the Chairman of the Audit and Risk Committee by post or email as indicated below:

Contact information of the Designated Officer

Designation: **Head of Internal Audit**
Email: hla999@hlasia.com.sg
Address: Confidential - Head of Internal Audit
Hong Leong Asia Ltd
16 Raffles Quay
#26-00 Hong Leong Building

Singapore 048581

Contact Information of the Chairman of the Audit and Risk Committee

Address: **Confidential - Chairman, Audit and Risk Committee, Hong Leong Asia Ltd. c/o Head, Corporate Secretariat Department
CDL Management Services Pte Ltd
9 Raffles Place
#12-01 Republic Plaza
Singapore 048619**

- 3.2 All Complaints are to be factual and written in a legible manner and contain the following information to enable an effective investigation to be conducted:
- Details of the allegation including person(s) involved, nature, time and place;
 - Monetary value involved in the improper conduct, if applicable; and
 - Any other relevant information/supporting evidence.
- 3.3 Complaints to the Chairman of the Audit and Risk Committee must be in writing and sent to the Head of Corporate Secretarial Services Department as set out above. The Head of Corporate Secretarial Services Department will forward the sealed envelope to the Chairman of the Audit and Risk Committee.
- 3.4 The whistleblowing channels are not for lodging complaints relating to personal grievances or personal employment circumstances. There are other existing procedures in place for lodging such complaints.

4. INVESTIGATION OF COMPLAINTS

- 4.1 The Designated Officer is responsible for receiving, recording and retaining all Complaints, except where otherwise directed by the Chairman of the Audit and Risk Committee.
- 4.2 HLA will give due attention to all allegations in a whistleblowing report. Depending on the nature of concern raised and information provided, an internal investigation may be conducted, and findings reported to the ARC.
- 4.3 The Company will not be obliged to keep the whistle-blower informed of the stage of or outcome of its investigations.
- 4.4 The Complaint may be classified and resolved as the following:
- (i) Invalid Complaints: Complaints which do not provide enough detail such as Name, Department, Incident details etc. will be considered as invalid complaints.
 - (ii) Related to Independent Listed Company: Complaints relating to the independently listed companies China Yuchai International Limited and HL Global Enterprises Limited will be handled by other equivalent officers.
 - (iii) HLA Matter: Complaints relating to the rest of HLA group will be handled by the Designated Officer or delegated to the relevant person if there is no conflict of interest.

5. PROTECTION AGAINST RETALIATION

- 5.1 The Company is committed to protecting the whistle-blower against any form of Retaliation for disclosing complaints of Improperities.
- 5.2 Where it is shown that a person purporting to be a whistle-blower has made a false report or disclosure and/or has made an allegation that is frivolous, vexatious or with malicious intent, then that conduct itself will be considered a serious matter. Under such circumstances, the Company may revoke the protection accorded to a whistle-blower under the Policy.