



**DE ECO SR HYGIENE SDN BHD** (202001042946 (1399267-U))  
Science & Engineering Research Centre (SERC), Engineering Campus, Universiti Sains Malaysia,  
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## **DE ECO SR HYGIENE SDN. BHD. WHISTLEBLOWING POLICY**

### **1. Purpose**

De Eco SR Hygiene Sdn. Bhd. (“the Company”) is committed to conducting business with integrity, transparency, accountability, and in compliance with all applicable laws and ethical standards. This Whistleblowing Policy establishes a secure and confidential mechanism for employees, directors, vendors, partners, and stakeholders to report genuine concerns regarding misconduct or improper activities without fear of retaliation.

### **2. Objectives**

This Policy aims to:

- Encourage responsible reporting of unethical, illegal, or improper conduct.
- Provide a safe, confidential, and structured reporting channel.
- Ensure concerns are investigated promptly, fairly, and independently.
- Protect whistleblowers acting in good faith from retaliation or victimisation.
- Strengthen corporate governance and ESG compliance standards.

### **3. Scope**

This Policy applies to:

- All employees (permanent, temporary, and contract)
- Directors and management
- Suppliers, contractors, consultants, and business partners
- Any external stakeholder interacting with the Company

### **4. Reportable Misconduct**

Whistleblowing may relate to any suspected or actual misconduct, including but not limited to:

- Fraud, corruption, bribery, or financial irregularities
- Breach of laws, regulations, or company policies
- Misuse of company assets or confidential information
- Health, safety, or environmental violations



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- Harassment, discrimination, or abuse of authority
- Conflict of interest or unethical conduct
- Deliberate concealment of wrongdoing

## **5. Reporting Procedure**

A concern should be reported in writing and clearly stated as a whistleblowing disclosure. Reports should include, where possible:

- Description of the incident
- Date, time, and location
- Individuals involved
- Evidence or supporting documents
- Any witnesses

Reports may be submitted through designated reporting channels established by the Company (e.g., official email, reporting form, or confidential contact point published on the website).

Anonymous reports are accepted; however, sufficient information must be provided to allow proper investigation.

## **6. Confidentiality**

All disclosures will be handled with strict confidentiality. Information will only be shared on a need-to-know basis for investigation or when required by law or regulatory authorities. Records of reports will be securely maintained and accessible only to authorised personnel.

## **7. Protection Against Retaliation**

The Company strictly prohibits retaliation against any individual who reports concerns in good faith, even if the allegation is later unsubstantiated. Retaliation includes dismissal, demotion, harassment, discrimination, or any adverse treatment.

Any person found retaliating against a whistleblower will be subject to disciplinary action, including termination of employment or contract.

## **8. Investigation Process**

- All reports will be reviewed promptly by the designated officer or committee.
- An impartial investigation will be conducted where warranted.



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- Corrective or disciplinary actions will be taken if misconduct is substantiated.
- Where required, matters may be referred to relevant authorities or regulators.

The whistleblower may be informed of the status or outcome of the investigation where appropriate and legally permissible.

## **9. Responsibilities**

### **Management**

- Ensure awareness and implementation of this Policy.
- Maintain a secure reporting system.
- Take corrective action when violations occur.

### **Employees and Stakeholders**

- Act ethically and responsibly.
- Report suspected wrongdoing promptly.
- Cooperate with investigations when required.

## **10. Good Faith Reporting**

Reports must be made honestly and not maliciously. Knowingly submitting false allegations is considered misconduct and may result in disciplinary action.

## **11. Policy Review**

This Policy shall be reviewed periodically by management to ensure continued relevance, effectiveness, and alignment with regulatory requirements and ESG best practices.