



EMERSIVE SDN. BHD. 200201029808 (597471-A)
(Formerly known as Sokachem Sdn Bhd)

27, Jalan Teknologi 3/3A, Taman Sains Selangor 1, Kota Damansara, PJU 5,
47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
T +603-6150 6022 F +603-6150 6522 E info@emersive.com
www.emersive.com

Reference No. EMS/POL/014
Effective Date 1st Dec 2023
Revision No. 00

WHISTLEBLOWING POLICY

This Policy is intended to provide a structured mechanism for its employees and business partners to raise or report suspected and/or known misconducts, wrongdoings, corruption and instances of fraud, waste and/or abuse involving the resources of **EMERSIVE SDN BHD** (hereinafter “**EMS**”, “the Company”) to provide reassurance that they shall be protected from reprisals or victimisation for whistleblowing in good faith.

1. Whistleblowing Process and Procedures

An individual is advised and urged to report a misconduct or wrongdoing as soon as he/s discovers the commission or an intended commission of a misconduct or wrongdoing or if he/she is instructed to participate in any misconduct or wrongdoing. Acts of misconduct or wrongdoing may be disclosed in writing, telephonically or in person. However, all reports are encouraged to be made in writing and submitted via email or post so as to assure a clear understanding of the issues raised. The report format is provided in Appendix 1 and also published in Emersive’s website for the members of public to use for reporting.

In order for EMS to investigate the wrongdoing reported, the whistleblower is to provide the following particulars in the report:

- Details and description of the alleged wrongdoing, including, its nature, the date, time, and location of its occurrence and the identity of the alleged person/division/department involved;
- Particulars of whistleblower i.e. name, NRIC/ passport number, designation (if the whistleblower is an employee of the Company) and contact particulars (email and telephone or mobile number);
- Particulars or production of documentary evidence, if any; and
- Particulars of witnesses, if any.

Reports shall be directed to the Head of Human Resource Department. Anonymous whistleblowing reports are not encouraged as any follow up to ascertain the facts or to obtain further information for investigation purposes would be difficult. EMS may, however, consider investigating an anonymous allegation after having assessed the following:

- (i) The seriousness of the concern;
- (ii) The credibility of the concern; and
- (iii) The likelihood of confirming the concern from credible sources.



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Reporting channels are as follows:

Name:	Head of Human Resource Department
Email:	whistleblowing@emersive.com
Telephone:	603-6150 6022
Address:	27, Jalan Teknologi 3/3A, Taman Sains Selangor 1, Kota Damansara, PJU 5, 47810 Petaling Jaya, Selangor, Malaysia.

2. Action Subsequent to Report

Once receipt of the report, the Management will take the following actions:

- Conduct investigation by Management/Committee internally or through a disciplinary process;
- Refer to authorities (i.e Police) if there are criminal elements;
- Report to EMS's business partner if it is found in breach of their code of conduct which the management is obligated to comply.

If remediation is required, the Management will devise correction actions, implementation plans, and timelines to effectively resolve the breach.

Approved by: The Management
Effective Date: 1 December 2023



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To: Head of Human Resource Department <whistleblowing@emersive.com>	
Disclosure I would like to make a disclosure pertaining to the following:	
Incident Date:	Incident Time:
Incident Location:	
Name of alleged person / Division / Department:	
Witness (if any):	
Description / Circumstances of alleged incident: <ul style="list-style-type: none"> - What, who, when, where & how - Avoid giving information that is too generic - Use additional paper if the form is not sufficient - Provide evidence such as photo, documents, receipts and etc 	
	Name (As per NRIC/Passport):
	NRIC/Passport No.:
	Designation and Department: - For the Company's employees only
	Contact No. (Mobile/Home/Office):
Signature and Date	Email Address: