

**PAVILION**

**REAL ESTATE INVESTMENT TRUST**

*Managed by  
Pavilion REIT Management Sdn Bhd*

**WHISTLEBLOWING  
POLICY  
OF  
PAVILION REIT  
MANAGEMENT SDN BHD**

Effective Date : 1 November 2019

Whistleblowing is an important aspect of an accountability and transparency mechanism to enable employees or stakeholders (such as a consultant, supplier, customer or member of public) of the Pavilion REIT Management Sdn Bhd (“the Company”) to voice concerns in a responsible and effective manner. In line with good corporate governance practices, the Company encourages its employees and stakeholders (separately or collectively referred to as “the Individual”) to report any breach or suspected breach of any law or of our policies and practices. The Company is the Manager of Pavilion Real Estate Investment Trust.

This policy is designed to:

- Provide a proper avenue and mechanism for the Individual to raise concerns and receive feedback on action(s) taken;
- Provide a transparent and confidential process for dealing with concerns/disclosures;
- Ensure the Individual will be protected from victimisation and/or subsequent discrimination or harassment for whistleblowing in good faith;
- Prohibit retaliation against the Individual;
- Ensure all concerns are treated consistently and fairly;
- Establish procedures for the proper retention of records of reports.

For purposes of clarity, any words in this Policy denoting one gender shall include all other genders and words denoting the singular shall include the plural and vice versa.

A whistleblower is not responsible for investigating the activity or for determining fault or proposing corrective measures. He is only required to report such dishonest or illegal activity and appropriate management personnel within the Company will be responsible for investigating these reported activities.

The Company aims to apply the Whistleblower Protection Act 2010 within its Policy, ie to protect employees and stakeholders as a result of disclosing serious concerns. This is to ensure that no employees or stakeholders should feel disadvantage in raising legitimate concerns.

It should also be emphasised that this Policy is intended to assist Individuals who believe they have discovered malpractice or impropriety. Once the whistleblowing procedures are in place, it is reasonable to expect employees and stakeholders to use them rather than air their complaints outside the Company.

## **A Scope of Policy**

This Policy covers not only possible improprieties in matters of financial reporting, but shall also include the following:

1. Financial malpractice or impropriety or fraud;
2. Failure to comply with legal or regulatory obligations;
3. Health and safety, or the environment;
4. Criminal activity;
5. Breach of Company policies and Code of Conduct and Ethics;
6. Criminal breach of trust;
7. Billing for services not performed or goods not delivered;
8. Misuse of confidential information;
9. Misappropriation of assets or resources;
10. Serious conflict of interest without disclosure;
11. Any other serious improper matters which may cause financial or non-financial loss to the Company or damage to the Company’s reputation;
12. Concealment of any of the above or other acts of wrongdoings.

## **B Principles**

1. All genuine concerns raised will be treated fairly.
2. Harassment or victimisation of any employee or stakeholder raising a genuine concern will not be tolerated.
3. The identity of the employee or stakeholder making the disclosure will be kept confidential unless he agrees otherwise.
4. Will endeavour to ensure that the employee or stakeholder concerned is aware of who is handling the matter.
5. Will ensure that no one will be at risk of suffering any retribution as a result of raising a genuine concern.

## **C Protection Against Reprisals & Retaliation**

1. Whistleblower protections are provided in two important areas - confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained.
2. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defence. However, the Company will here seek to obtain the whistleblower's consent before disclosing his identity.
3. The Company will not retaliate against a whistleblower and will seek to protect his interests at all times.
4. Any whistleblower who believes he is being retaliated against may make their complaint via <https://bdoethics.com/v1/r/QxgwQn00Eyx5cz2z6DILFLAGx4xDL6x9>
5. The right of a whistleblower for protection against retaliation does not however include immunity for any personal wrongdoing that is alleged and investigated or any activities undertaken in bad faith or malicious intent.
6. The Company will undertake to ensure that any party that retaliates against someone who has reported a wrongdoing in good faith will be subject to appropriate action, up to and including legal action, where applicable.

## **D Safeguards against Anonymous Allegations**

The whistleblower is allowed to either identify himself / herself or if he / she prefers to remain anonymous when reporting suspected and / or known instances of misconduct, wrongdoings, corruption, fraud and / abuse.

This Policy encourages Individuals to put their name to any disclosures they make to facilitate follow up, eases investigations and enables better analysis of tips.

The Company will not retaliate against whistleblower. However, in making a disclosure the Individual should exercise due care to ensure the accuracy of the information. With more information being disclosed, the Company's management's assessment and response is likely to be more accurate.

## **E How to Raise a Concern or Provide Information**

Any individual reporting a concern or wrongdoing should strive where possible to provide the Company with as much details as possible including his name and contact number, nature of the allegation, details of the person(s) involved, where and when the incident(s) took place and any available evidence in helping the Company thoroughly investigate the matter.

Individuals may raise concerns and/or make disclosures via  
<https://bdoethics.com/v1/r/QxgwQn00Eyx5cz2z6DILFLAGx4xDL6x9>

## **F Investigating Procedure**

The investigation process will be as follows:

1. Full details and clarifications of the complaint should be obtained;
2. To convene a Whistleblowing Panel which may consist of (but not limited to) the Chairman of the Audit Committee, the Chief Executive Officer, Human Resource Manager and Compliance Officer insofar as they are not the subject of the investigation. The Whistleblowing Panel may then convene an investigation panel to conduct a full investigation should it conclude the necessity of such a panel upon completion of a preliminary investigation. Where appropriate, any accused employee will be informed after investigations have concluded, and as part of a disciplinary proceeding; and
3. The Chairman of the Audit Committee will present summary of complaints and investigations report with recommended corrective action to the Board on a pre-agreed periodic basis.

## **G Circulation and Review**

This Policy will be :-

1. Circulated to all existing and new employees of the Company;
2. Be available on Pavilion REIT's website;
3. Updated as and when required; and
4. Any revisions or amendments to this Policy will be submitted for approval to the Board and communicated to all employees within the Company. Any revised Policy will be published on Pavilion REIT's website, replacing the superseded Policy.