



WHISTLEBLOWING POLICY

Whistleblowing Policy applies to all directors, employee and business associates of Asia AeroTechnic and is designed to facilitate the disclosure of **Improper Conduct** through available channels.



Report on **Improper Conduct** must be related to:

- ✦ False claims
- ✦ Bribery and corruption; and
- ✦ Abuse of power

✦ Reports, complaints including Whistleblower Form and documentations related to the case are kept under lock and key to ensure confidentiality is preserved.

CHANNELS FOR REPORTING

For employees:

- 1) Direct complaints to the Integrity & Governance office at Hangar 1.
- 2) In a sealed envelope and to be hand delivered to:
Integrity & Governance Office, Hangar 1,
Sultan Abdul Aziz Shah Airport.
- 3) Complete the Whistleblower Form which is available through IMR system.

For business associates:

- 1) To complete the Whistleblower Form that can be obtained from AAT's website.
- 2) Email directly to ig@asiaaerotechnics.com

✦ Whistleblowers are covered under the Whistleblowers Protection Act 2010 (Act), an Act which encourages the disclosure of **Improper**

Conduct by providing protection as follows:

- ✦ Confidentiality of identity of Whistleblower
- ✦ Immunity from legal action
- ✦ Protection from detrimental action

✦ Please refer to Whistleblowing Policy on IMR (available to employees only).

