

REFERRAL LETTER POLICY

SCOPE OF APPLICATION

This policy applies to all members of the Board of Directors and employees of Kulim and its Group of Companies ("Kulim") at all levels and grades.

POLICIES

1. MANAGEMENT PROCEDURES ON REFERRAL LETTER

- 1.1. Referral letter received in writing must be kept and registered. If a referral is given verbally, the employee should record the communication in writing, detailing the information about the party who provides the referral, date and the kind of referral being requested.
- 1.2. Within seven (7) working days upon receiving the referral letter, the employee must immediately report in writing to the Head of Department or immediate superior (applicable for Head of Department) for evaluation and decision made upon the referral letter in relation to the department's operations.
- 1.3. In the event that the referral letter was related to Kulim's policies, the employee through the Head of Department or immediate superior (applicable for Head of Department) must immediately submit a written report within seven (7) working days regarding the referral letter to the Chief Executive Officer or Official of Kulim for evaluation and decision.
- 1.4. A copy of the referral letter received together with the proof of the report under item 1.2 and/or 1.3 must be submitted to the Integrity Unit within seven (7) working days for record keeping.

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1.5. Examples of notes/ recommendation of referral letter are as follows:

"please consider"

"strongly recommend"

"i have no objection"

"approved, and so on"

"please arrange"

2. BASIS OF CONSIDERATION BY OFFICER IN CHARGE

2.1. Any recommendation following the referral letter received shall not be used as a basis, merit or qualification in considering a decision in Kulim.

2.2. Instead, employees must always act in accordance with the provision of law, regulations, and Code of Business and Ethics of Kulim. Kulim reserves the right to disregard the referral letter if it deems to be in a conflict and contradicts with laws and procedures.

2.3. Basis of consideration that can be assessed by the Responsible Officer are as follows:

2.3.1. Ensure that the decision is made in accordance with the Code of Business and Ethics of Kulim, together with regulations and procedures which are in force.

2.3.2. Ensure that the decision made are fair and was not solely influenced by the referral letter received.

2.3.3. Take into account the frequency of referral letter received from the same referrer.

2.3.4. The interest of Kulim as a whole.

2.3.5. In the event of any doubt, the Responsible Officer should refer the matter to the Integrity Unit for assistance.