



ARIFA LAUNDRY

ARIFA LAUNDRY (M) SDN BHD

Company Registration No. 1419073-H

WHISTLEBLOWING POLICY

Process Owner: Management (Director)

Intended Users: Arifa Laundry (M) Sdn Bhd - All Employees and Business Associates

Last updated: July 2026

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1. PURPOSE

- 1.1. Arifa Laundry (M) Sdn Bhd encourages its employees and business associates to report genuine concerns about wrongdoing, and provides a safe and confidential way to do so. This policy is guided by the Whistleblower Protection Act 2010.

2. SCOPE

- 2.1. This policy applies to all employees, contractors, suppliers and other business associates of the company.

3. WHAT TO REPORT

Concerns that should be reported include:

- a) Bribery, corruption, fraud or theft.
- b) Breach of any law or regulation.
- c) Danger to health, safety or the environment.
- d) Abuse, harassment or unfair treatment.
- e) The deliberate concealment of any of the above.

4. HOW TO REPORT

- 4.1. Concerns may be raised with the Director at arifalaundry12@gmail.com or by telephone, giving as much detail as possible.
- 4.2. The company will treat the report in confidence so far as possible, look into it fairly and promptly, and protect anyone who reports in good faith from reprisal. Deliberately false or malicious reports may lead to disciplinary action.

5. RESPONSIBILITIES AND REPORTING

- 5.1. The Director is responsible for receiving reports, arranging any investigation and deciding on action. Outcomes are recorded and, where appropriate, communicated to the person who raised the concern.

6. EFFECTIVE DATE

This policy is approved by the Director of Arifa Laundry (M) Sdn Bhd and is effective from the date shown on the cover.