

# **WORLD-LINK LOGISTICS (ASIA) HOLDING LIMITED**

(Incorporated in the Cayman Islands with limited liability)  
(Stock Code: 6083)

## **WHISTLEBLOWING POLICY**

Effective date: 1 January 2022

### **Purpose**

This Policy applies to the Company and its subsidiaries (collectively the “Group”).

The Group is committed to maintaining good corporate governance, emphasising accountability and high degree of transparency which enable our stakeholders to have trust and faith in the Group to take care of their needs and to fulfill its social responsibility. In line with this commitment, the Group expects and encourages its employees and other parties who deal with the Group (e.g. customers, contractors, suppliers, creditors and debtors, etc.) (“Other Stakeholders”) to report any misconduct, malpractice or irregularity within the Group.

This Policy aims to provide reporting channels and guidance on reporting possible improprieties in matters of financial reporting or other matters, and reassurance to persons reporting his or her concerns under this Policy (“Whistleblowers”) of the protection that the Group will extend to them against unfair disciplinary action or victimization for any genuine reports made.

### **General Policy**

“Whistleblowing” refers to a situation in which an employee or Other Stakeholder decides to report serious concerns about any suspected misconduct, malpractice or irregularity within the Group. See below section of this Policy for examples of misconducts, malpractices or irregularities. This Policy is intended to encourage and assist the Whistleblowers to disclose information relevant to suspected misconduct, malpractice or irregularity through a confidential reporting channel (to the extent possible). The Group will handle the reports with care and will treat the Whistleblowers’ concerns fairly and properly.

## **Misconduct, Malpractice and Irregularity**

It is impossible to give an exhaustive list of the activities that constitute misconduct, malpractice or irregularity covered by this Policy. The Group expects all employees and Other Stakeholders to observe and apply principles of ethics in the conduct of the Group's business or in dealing with the Group respectively. Behavior that is not in line with the principles of ethics could constitute a misconduct, malpractice or irregularity that should be reported.

The principles of ethics include but are not confined to:

- No fraudulent or corrupt conduct;
- Compliance with the Group's policies and procedures (e.g. Employees' Code of Conduct);
- Compliance with laws, rules and regulations;
- Compliance with financial controls and reporting requirements;
- Protection of information, records and assets;
- Prompt response to incidence and obligation to notify;
- Compliance with the health, safety and environment requirements;
- No harmful, discriminatory or retaliatory action taken against a Whistleblower for having made a report under this Policy; and
- No deliberate concealment of information concerning any of the matters listed above

Please note that complaints related to customer services or products, as well as loss of properties on the Group premises or under the Group's custody, are normally not reported under this Policy, unless they involve misconduct, malpractice or irregularity as listed above. Otherwise, they are handled by the relevant functions (e.g. customer service or security).

## **Protection For Whistleblowers**

Whistleblowers making genuine and appropriate reports are assured of fair treatment. In addition, employees of the Group are also assured of protection against unfair dismissal, victimization or unwarranted disciplinary action.

The Group reserves the right to take appropriate actions against anyone (employees or Other Stakeholders) who initiates or threatens to initiate retaliation against the Whistleblowers. In particular, employees who initiate or threaten retaliation will be subject to disciplinary actions, which may include summary dismissal.

## **Confidentiality**

The Group will make every effort to keep the Whistleblower's identity confidential. In order not to jeopardize the investigation, the Whistleblower is also required to keep confidential the fact that he or she has filed a report, the nature of concerns and the identities of those involved.

There may be circumstances in which, because of the nature of the investigation, it will be necessary to disclose the Whistleblower's identity. If such circumstances exist, the Group will endeavor to inform the Whistleblower that his or her identity is likely to be disclosed.

Should an investigation lead to a criminal prosecution, it may become necessary for the Whistleblower to provide evidence or be interviewed by relevant authorities.

In some circumstances, the Group may have to refer the matter to relevant authorities without prior notice or consultation with the Whistleblower.

## **Reporting Channels**

In general, the Whistleblowers should make their reports to the Chief Executive Officer of the Group in writing by post in a sealed envelope clearly marked "To be opened by addressee only" at: -

Headquarters and Principal Place of Business In Hong Kong:  
*3/F, Allied Cargo Centre 150-164 Texaco Road Tsuen Wan Hong Kong*

A report may also be submitted to the Chief Executive Officer via the email:  
[oliver@world-link.com.hk](mailto:oliver@world-link.com.hk)

If the concerns raised involve a Director or an Executive Committee member of the Company or Chief Executive Officer of the Group, the Whistleblowers may, at their own discretion, choose to report directly to the respective Chairman of the Audit Committee of the Company by post at the same addresses above.

While the Group does not expect the Whistleblower to have absolute proof of the misconduct, malpractice or irregularity reported, the report made under this Policy should show the reasons for the concerns.

Any business units or functions in receipt of a report alleging any of the misconduct, malpractice or irregularity as stated in above section of this Policy shall redirect the report to Chief Executive Officer or the Audit Committee of the Company. The Group will handle such report in the same manner as stipulated in this Policy.

## **Anonymous Report**

As the Group takes reporting of misconducts, malpractices and irregularities seriously and wants to conduct warranted investigations of both potential and actual violations, anonymous reports in general will not be acted upon. Therefore, it is strongly recommended that the report should not be made anonymously.

## **Investigation**

Upon receipt of a report through the channels described in above section of this Policy, Chief Executive Officer or Audit Committee of the Company will evaluate the validity and relevance of the concerns raised, and to decide if a full investigation is necessary. If an investigation is warranted, an Investigation Team will be appointed to look into the reported matter.

The format and length of an investigation will vary depending upon the nature and particular circumstances of each report made. The matters raised may:

- be investigated internally;
- be referred to the external auditors;
- be referred to the relevant public bodies or regulatory/law enforcement authorities; and/or
- form the subject of any other actions as the Audit Committee of the Company may determine in the best interest of the Group.

If there is sufficient evidence to suggest that a case of possible criminal offence or corruption exists, the matter will be reported by the Audit Committee of the Company to relevant local authorities (eg, the Independent Commission Against Corruption in Hong Kong, Corrupt Practices Investigation in Hong Kong, etc).

In some situations (e.g. in case of possible criminal offence), the Audit Committee of the Company may have to refer the matter together with the relevant information to relevant authorities. Please note that once the matter is referred to relevant authorities, the Group will not be able to take further action on the matter.

Upon completion of the investigation, a report, including its impact and action plan, as applicable, will be prepared without revealing the identity of the Whistleblower. For confirmed violations of principles of ethics, the normal process is for the responsible line management (with the assistance of e.g. Human Resources representatives) to determine what disciplinary and other appropriate actions are needed. After review by the Audit Committee of the Company, a recommendation will be made to the board (the “Board”) of directors of the Company for final decision on the actions required.

The Whistleblower will be informed of the final results of the investigation, wherever reasonably practicable.

## **Untrue Report**

If a Whistleblower makes an untrue report maliciously, with an ulterior motive, or for personal gain, the Group reserves the right to take appropriate actions against any relevant person (including the Whistleblower) to recover any loss or damage as a result of the untrue report. In particular, employees may face disciplinary action, including dismissal where appropriate.

## **Recordkeeping**

Records shall be kept for all reported misconducts, malpractices and irregularities in the Group under above section of this Policy. In the event a reported case leads to an investigation, the party responsible for leading/conducting the investigation shall ensure that all relevant information relating to the case is retained, including details of corrective action taken for a period not exceeding six years (or whatever other period may be specified by any relevant legislation).

## **Monitoring & Review**

The Board will monitor the effectiveness and review the implementation of this Policy regularly considering its suitability, adequacy and effectiveness. Improvements identified will be made as soon as possible.

The Audit Committee of the Company will report to the Board on its monitoring of the Policy and any breaches of the Policy and submit to the Board any proposed amendments to the Policy.

*NOTE: This document has been translated into Chinese. In case of discrepancies between the English version and Chinese version, the English version shall prevail*