



Sun Hing Printing Holdings Limited

(incorporated in the Cayman Islands with limited liability)

(Stock Code: 1975)

WHISTLEBLOWING POLICY

1. OBJECTIVE

- 1.1 Sun Hing Printing Holdings Limited (the “**Company**”) and its subsidiaries (collectively, the “**Group**”) are committed to achieving and maintaining high standards of openness, probity and accountability and to conduct business fairly, with integrity, honesty and transparency. In line with this commitment, the Company expects and encourages employees of the Group and those who deal with the Group (e.g. customers, suppliers, creditors, debtors, etc.) to report to the Company any actual, suspected or possible impropriety, misconduct or malpractice within the Group.
- 1.2 This Policy aims to (i) provide a guidance on, and encourage, the reporting of actual, suspected or possible improprieties, misconducts or malpractices in matters relating to the Group, (ii) provide reassurance of protection for whistleblowers against unfair disciplinary action or victimisation for any genuine reports made, and (iii) provide details of how reports of improprieties will be handled. The Company will handle the whistleblowing with care and ensure fair, proper and independent follow-up actions will be taken.

2. SCOPE

- 2.1 This Policy applies to all employees of the Group as well as other stakeholders who deal with the Group.
- 2.2 Improprieties may include but are not limited to:
 - (i) criminal offences;
 - (ii) breach of legal or regulatory requirements;
 - (iii) miscarriage of justice;
 - (iv) malpractice, impropriety or fraud in financial reporting, internal control or other financial matters of the Group;

- (v) breach of rules, policies or internal controls of the Group;
- (vi) endangerment of the health and safety of an individual;
- (vii) bribery or corruption;
- (viii) discrimination or harassment;
- (ix) damage caused to the environment;
- (x) professional, ethical or other malpractices or wrongdoings;
- (xi) improper conduct or unethical behaviour likely to prejudice the standing of the Group; and/or
- (xii) deliberate concealment of any of the above.

3. PROTECTION

- 3.1 Whistleblowers making genuine and appropriate reports are assured of fair treatment. Reasonable measures will be adopted to protect the whistleblower against unfair dismissal, victimisation or unwarranted disciplinary action.
- 3.2 Harassment or victimisation by any employee of the Group of a genuine whistleblower is treated as gross misconduct, which if proven, may result in dismissal.
- 3.3 The Company reserves the right to take appropriate action against any person who initiates or threatens to initiate retaliation against the whistleblower.

4. CONFIDENTIALITY

- 4.1 The identity of the whistleblower will be kept confidential, and will only be disclosed when it is necessary to do so. For instance, there may be circumstances in which, due to the nature of the investigation or subject to legal obligation, it will be necessary for the Group 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.
- 4.2 To ensure the investigation can be carried out effectively and efficiently, the whistleblower is also required to keep confidential the fact that a report has been made, the nature of concerns and the identities of those involved.
- 4.3 Should an investigation lead to a criminal prosecution, it may become necessary for the whistleblower to provide evidence or be interviewed by relevant law enforcement agencies or regulatory authorities.

5. REPORTING

- 5.1 A report may be made in person, in writing and/or by post to the Audit Committee (the “**Audit Committee**”) of the Company at 4/F, Sze Hing Industrial Building, 35-37 Lee Chung Street, Chai Wan, Hong Kong (or via the Company Secretary).

In addition, whistleblower can file the report by email directly to the Chairperson of the Audit Committee at parco.wu@pw-cpa.com or by email to the Company Secretary at joe.lam@sunhingprinting.com.

The Company Secretary would handle the concerns raised in the following manner as shown in Table A below:

<u>Concerns Raised</u>	<u>Company Secretary to raise concerns to</u>
<ul style="list-style-type: none">• Any matter not involving Chairman of the Board and Chairman of the Audit Committee	<ul style="list-style-type: none">• Chairman of the Board and Chairman of the Audit Committee
<ul style="list-style-type: none">• For matters involving Chairman of the Board	<ul style="list-style-type: none">• Chairman of the Audit Committee and any 1 Board Member
<ul style="list-style-type: none">• For matters involving Chairman of the Audit Committee	<ul style="list-style-type: none">• Chairman of the Board and any 1 Board Member
<ul style="list-style-type: none">• For matters involving both Chairman of the Board and Chairman of the Audit Committee	<ul style="list-style-type: none">• All Board Members, except the 2 Chairmen

- 5.2 A report can be made by using the standard Whistleblowing Report Form attached as Appendix I to this Policy which may be sent by post or by email to the Audit Committee as mentioned above;
- 5.3 All written reports by post shall be sent in a sealed envelope clearly marked “Strictly Private and Confidential – To be Opened by Addressee” and addressed to the Chairman – Audit Committee of the Company to ensure confidentiality;
- 5.4 Whistleblowers would be requested to provide the relevant details including identities of the persons involved, dates and places of the incidents and the reasons for concerns. Supporting evidence or documents should also be provided by the whistleblowers if they are available from them;
- 5.5 Details of the whistleblowers (including name, department/business unit, company, contact number, relationship with the complaine, address or email address) are not required compulsorily but are highly encouraged to be provided so as to facilitate the Group to conduct a warranted and serious investigation of both actual and suspected impropriety and such details will be kept in the strictest confidence. Therefore, it is strongly recommended that reporting should not be made anonymously; and
- 5.6 Whistleblowers should make their reporting in good faith. If the whistleblower makes a false report maliciously, with an ulterior motive, or for personal gain, the Company reserves the right to take the following action against the whistleblower:

- (i) if the relevant person is an employee of the Group, disciplinary action, including dismissal where appropriate;
- (ii) reporting the matter to law enforcement agencies or regulatory authorities; and/or
- (iii) recovering loss or damage suffered as a result of the false report from the whistleblower.

6. INVESTIGATIONS

- 6.1 The Audit Committee will take the lead to perform the investigation.
- 6.2 Each allegation will be recorded in the Whistleblowing Report Form (attached as Appendix I). The Form will be forwarded to chairman of the Audit Committee for decision. The Audit Committee will evaluate the validity and relevance of the concerns raised, examine the evidence and information available, determine if a full investigation is necessary. If a full investigation is warranted, the Audit Committee will implement an investigation plan and look into the reported matter.
- 6.3 The format and length of an investigation will vary depending upon the nature and particular circumstances of each report made. The matters raised may:
 - (a) be investigated internally;
 - (b) be referred to external professional advisors;
 - (c) be referred to relevant regulatory authorities or law enforcement agencies; and/or
 - (d) form the subject of any other actions as the Audit Committee may determine in the best interest of the Group.
- 6.4 If there is sufficient evidence to suggest that a case of possible criminal offence exists, the matter will be reported to the relevant regulatory authorities or law enforcement agencies upon the approval of the board of directors of the Company(the “**Board**”).
- 6.5 Upon completion of any investigations by the Audit Committee, a report including the results of investigations together with corrective action plans (if any) will be communicated to the Board. The Board will make the final decision on the actions required after reviewing the report.
- 6.6 The whistleblower will be informed of the final results of the investigation, wherever reasonably practicable, provided that the reporting was not made anonymously.

6.7 The investigation documentation, including details of corrective action plans, will be retained for a period of not exceeding 6 years (or whatever other period may be specified by any relevant laws and regulations).

7. CONSISTENCY WITH LAWS AND REGULATIONS

7.1 This Policy shall be read in conjunction with and subject to any relevant laws, regulations, rules, directives or guidelines that The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) or any relevant governmental or regulatory bodies may from time to time prescribe or issue on the matters governed by this Policy.

7.2 In the event that any matters and procedures herein are inconsistent or in conflict with any relevant laws, regulations, rules, directives or guidelines as prescribed by the Stock Exchange or any relevant governmental or regulatory bodies, the latter shall prevail to the extent of such inconsistency or conflict.

8. RESPONSIBILITY FOR IMPLEMENTATION AND MONITORING THIS POLICY

8.1 This Policy has been approved and adopted by the Board. The Audit Committee shall be responsible for the day-to-day implementation, supervision, monitoring and enforcement of this Policy and the procedures herein.

9. REVIEW OF THIS POLICY

9.1 The Audit Committee is responsible for the interpretation, review and amendment of all the rules and procedures set out in this Policy from time to time.

10. LANGUAGE

10.1 This Policy is prepared in both Chinese and English languages. In case of any discrepancies between the Chinese and English versions, the English version shall prevail.

Approved by the Board of Directors on 1 September 2024

Sun Hing Printing Holdings Limited

WHISTLEBLOWING REPORT FORM

STRICTLY PRIVATE AND CONFIDENTIAL – TO BE OPENED BY ADDRESSEE ONLY

Note: Please follow the guidelines as laid out in the Whistler blowing Policy

REPORTER'S CONTACT INFORMATION

NAME	
DESIGNATION	
DEPARTMENT/OPERATION	
CONTACT NUMBER	
E-MAIL ADDRESS	

SUSPECT'S INFORMATION

NAME	
DESIGNATION	
DEPARTMENT/OPERATION	
CONTACT NUMBER	
E-MAIL ADDRESS	

WITNESS(ES) INFORMATION *(if any)*

WITNESS 1	
NAME	
DESIGNATION	
DEPARTMENT/OPERATION	
CONTACT NUMBER	
E-MAIL ADDRESS	
ALLEGATION NO.	

WITNESS 2	
NAME	
DESIGNATION	
DEPARTMENT/OPERATION	
CONTACT NUMBER	
E-MAIL ADDRESS	
ALLEGATION NO.	

COMPLAINT: Briefly describe the misconduct/improper activity and how you know about it. Specify what, who, when, where and how. If there is more than one allegation, number each allegation and use as many pages as necessary.

Date:

Signature (optional):

*Note: You **SHOULD NOT** attempt to obtain evidence for which you do not have a right of access since whistle blowers are 'reporting parties' and not 'investigators'.*

FOR INVESTIGATING OFFICER(S) USE	Report No.
Received by:	Received on:
Signature:	Acknowledgment sent on:
Investigation Required (Yes / No)? <i>(If no, please state the reason)</i>	
Investigation Done By:	
Investigation Results:	
Action Taken / Conclusion:	
Reported to the Chairman of the Board & Chairman of the Audit Committee on:	
Signed off by:	