

WHISTLEBLOWER GUIDE

Please be informed that Indah Water Konsortium Sdn Bhd ("IWK") reserves the right to proceed with investigation on the subject matter of the disclosure. Whistleblower who uses someone else's identity (Name, NRIC, Staff ID, Contact Number, Email Address) will not be entertained and if committed by IWK's staff, will be subjected to disciplinary action.

Reporting anonymously without sufficient information is strongly discouraged due to the difficulty in obtaining evidence to corroborate the alleged improper activities before the investigation commences. Please provide the required information of the improper activities as prescribed in the form below.

GUIDELINE	
Who?	Who did the wrongdoing? Who is involved? Their position/scope of work and which Unit Office or Department do they report to? Who else knows about the improper activities? Who can and would confirm that they occurred? How can we reach this witness?
What?	What wrongdoing occurred? What specifically the suspect do? What is wrong with it? What kinds of documents would provide evidence of the improper activities? Where are the documents located? Who controls them?
Where?	Where did this happened? Kindly provide specific location (Unit/Plant)
When?	When did the improper activity occur? Is it ongoing? How frequently has it occurred?
Why?	What are the suspect(s) motives? For example, how does the suspect benefit from the improper activities? If others benefit from the activities, who are they and how do they benefit?
How?	How did the wrongdoings occur? Was there a lack of controls, circumvention of controls, or collusion with other individuals?

Please enclose completed form in an envelope marked "Confidential" and "to be open by addressee only" and mail to:

**Head Integrity & Governance Department,
INDAH WATER KONSORTIUM SDN. BHD.
No.1, Jalan Damansara,
60000 Kuala Lumpur**

Or, email this attachment to: whistle@iwk.com.my



WHISTLEBLOWER FORM

Whistleblower's Contact Information			
Date & Time:			
Name:			
**IC No./Passport/IWK Employee ID ** Cut out where it doesn't apply		Gender: L- Male P-Female	
Nationality:		Citizen:	
Date of Birth:		Age:	
Company:		Position/ Occupation:	
Telephone (1):		Telephone (2):	
Email:			
Mailing Address:			
Details of Allegation			
Information of the Accused Person			
Name			
Position			
Unit/Department			
Telephone		Email:	
Witness Information (if any)			
Name (1)			
Unit/Department			
Telephone:		Email:	
Name (2)			
Unit/Department			
Telephone:		Email:	

Complaint

Briefly describe the misconduct/improper activity and how you got to know about it. Please provide as much information by specifying what, who, when, where and how. If there is more than one allegation, number each allegations. You may use as many pages as necessary. Please use the Guideline above to help you describe the improper activity in details.

Evidence/Supporting Document(s)

Please provide evidence or supporting documents to substantiate your disclosure (if any) to facilitate investigation. You may also attach relevant documents.

Declaration (Required)

I hereby declare that all the information given herein are made voluntarily and true to the best of my knowledge. I will ensure that my participation in this matter will be kept confidential. I do understand that Indah Water Konsortium Sdn. Bhd. will use the information and material(s) provided in the course of managing the disclosure/complaint.

Signature	
Name	
Date & Time	

Note: Complaints from Whistleblower who uses someone else's identity (Name, NRIC, Staff ID, Contact Number, Email Address) will not be entertained and if committed by IWK's staff, will be subjected to disciplinary action.

This Field Must Be Filled By The Recipient Of The Information			
How Information Is Received (Please Tick Where Applicable):	The Complainant Comes Himself		Whistle Blowing System
	Integrity Officer		Head of Department
	Phone Media		Internal/External Audit Report
	Documents from MACC		Email/Facsimile
	Poison Pen		Others (please state):
Report No.:			