

### WHISTLEBLOWER GUIDE

Please be informed that we do not undertake investigation without adequate cause, we need as much evidence as possible to corroborate the allegation(s) such as documents, witnesses, and other specific and relevant information. Indah Water Konsortium (IWK) reserves the right to proceed with investigation on the subject matter of the disclosure.

Investigation with insufficient information is more difficult if complaints are filled anonymously because of the difficulty of obtaining evidence to corroborate the alleged improper activities before we begin an investigation.

When describing the improper activities, please provide the required information as mentioned in the prescribe form attached.

Guideline*	
Who?	Who did the wrongdoing? Who is involved? Their position/scope of work and which Unit Office 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 Unit, Level 12,  
INDAH WATER KONSORTIUM SDN. BHD.  
No 44, Jalan Dungun, Damansara Heights,  
50490 Kuala Lumpur**

Or, email this attachment to: [whistle@iwk.com.my](mailto:whistle@iwk.com.my)

## WHISTLEBLOWER FORM

### Reporter's Contact Information (Required)

Name	
NRIC Number	
Staff ID (for employees only)	
Phone Number	
Email Address	

### Details of Disclosure

*Briefly summarise your disclosure here. Please provide as much information by specifying who, what, where, when, why and how. If there is more than one allegation, number each allegations. You may use the Guideline above to help you describe the improper activity in details.*

### Evidence

*Please state the supporting documents, witness or evidence 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 are true to the best of my knowledge and I will ensure that my participation in this matter will be kept confidential. I do understand that Indah Water Konsortium will use the information and material(s) provided in the course of managing the disclosure.

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(Signature)

Name:

Date: