

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 Unit,
INDAH WATER KONSORTIUM SDN. BHD.
No 44, Jalan Dungun, Damansara Heights,
50490 Kuala Lumpur**

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

WHISTLEBLOWER FORM

Whistleblower's Contact Information (Required)			
Name			
NRIC			
Staff ID (for employees only)			
Contact Number		Email Address	
Details of Disclosure			
Suspect's Information			
Name			
Designation			
Unit/Dept			
Contact Number		Email Address	
Witness(es)' Information (if any)			
Name (1)			
Unit/Dept			
Contact Number:		Email Address	
Name (2)			
Unit/Dept			
Contact Number:		Email Address	
Complaint			
<i>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.</i>			
1. What misconduct/improper activity occurred?			
2. Who committed the misconduct/improper activity?			
3. When did it happen and when did you notice it?			

4. Where did it happen?	
5. Is there any evidence that you could provide us?	
6. Are there any other parties involved other than the suspect stated above?	
7. Do you have any other details or information which could assist us in the investigation?	
Evidence/Supporting Document(s)	
<i>Please provide evidence or supporting documents to substantiate your disclosure (if any) to facilitate investigation. You may also attach relevant documents.</i>	
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	

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.

For Whistleblowing Committee Use Only	Report Number
Received By:	Received On:
	Acknowledgement Sent On:
Investigation Required (Yes/No)? (If no, please state the reason)	
Investigation Committees:	
Investigation Report:	
Action Taken/Conclusion	
Signed Off By:	