



WHISTLEBLOWING POLICY




REVISION HISTORY

No	Document Change Notice (DCN) No.	Effective Date
1.	Version 1	

Note: The details and reason of change are recorded in the DCN stated above.
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Organisation 	Doc. Title Whistleblowing Policy		
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Cancer Research Malaysia (“CRMY”) is committed to good business ethics and integrity as set out in the Code of Conduct and Ethics. All employees are encouraged to raise concerns about improper conduct at the earliest opportunity, and in an appropriate way.

Who can raise concerns?

- Any employee of Cancer Research Malaysia (“CRMY”).
- Any (legal or natural) person providing services to, or having a working relationship with CRMY.

What types of concerns should you raise?

You should raise any concerns about any improper conduct or wrongful act that may adversely impact CRMY, including but not limited to:

- Any criminal offences, including fraud, corruption, bribery and blackmail
- Any failure to comply with legal or regulatory obligations

Any concerns about malpractice should be raised. If your concern is about your personal position, rather than a concern about malpractice, it will be more appropriate for you to use the HR grievance process.

Who should you raise your concerns with?

Reports of any such concerns may be made to the following persons:

YABhg. Toh Puan Dato’ Seri Hajjah
 Dr Aishah Ong
 Chairman of The Board of Trustees
 Email:

YAM Tengku Datuk Seri Ahmad Shah Al-Haj
 Ibni Almarhum Sultan Salahuddin Abdul Aziz
 Shah Al-Haj
 Chairman of the Nomination Committee of
 The Board of Trustees
 Email :

Or

Encik Alan Hamzah Sendut
 Chairman of The Audit and Finance
 Committee of The Board of
 Trustees
 Email:

Please include your full name and contact details, as well as full details of your concern and any supporting documentation you consider relevant. Should you wish to do so, you may use our Whistleblower Form to provide the details required.

The Organization reserves the right not to investigate any concerns which are raised anonymously.

Additionally, you also have the right to raise your concerns with relevant regulators, or with law enforcement agencies.

What action can be taken against you?

You will be protected from retaliation, adverse employment action and from disclosure of your identity, provided your disclosure was made in good faith (even if you are genuinely mistaken in the

concerns you raise) and to the extent permitted by law.

WHISTLEBLOWER FORM

You should raise any concerns about any improper conduct or wrongful act that is committed within Cancer Research Malaysia.

DETAILS OF YOUR CONCERNS
(please provide as much information as possible)

DESCRIPTION OF INCIDENT:
(use the additional information sheet, if necessary)

WHERE DID THE INCIDENT OCCUR?

WHEN DID THE INCIDENT OCCUR?

NAME AND POSITION OF PERSON(S) INVOLVED:

DETAILS OF ANY WITNESS(ES):

HOW DO YOU KNOW THIS PERSON?

DID YOU REPORT THE INCIDENT TO ANY AUTHORITIES? IF YES, PLEASE GIVE DETAILS:

SUPPORTING DOCUMENT(S) ATTACHED (Please tick)?

Yes

No

PARTICULARS OF WHISTLEBLOWER (YOU ARE ENCOURAGED TO PROVIDE YOUR CONTACT DETAILS TO ENABLE US TO CONTACT YOU FOR FURTHER CLARIFICATION IF REQUIRED)

a.	Name	
b.	Designation/Occupation	
c.	Contact No	
d.	E=mail address	
e.	Relationship with CRMY (if not employee)	

ADDITIONAL INFORMATION SHEET**ANY ADDITIONAL INFORMATION:**

Provide any further details you think may be relevant, for example, whether you approached the person(s) concerned, any financial impact to the organization, etc.