

MDEC'S WHISTLEBLOWING PROCESS



REPORT

Any person who reasonably believes or suspects that any improper conduct is occurring by any of MDEC's Directors or Employees, should make a disclosure by completing the MDEC's Improper Conduct Disclosure Form and Detrimental Action Disclosure Form. Anonymous disclosure is not encouraged as any follow up to ascertain the facts or to obtain further information for investigation purposes would be very difficult.

Requirement of Good Faith

1. Since an allegation of Improper Conduct may result in serious personal repercussions for the person who has allegedly committed an Improper Conduct, any person who intends to lodge any report of Improper Conduct shall ensure that the report of Improper Conduct is made in good faith.
2. Any person making an allegation of Improper Conduct must have reasonable and probable grounds before reporting such Improper Conduct and must undertake such reporting in good faith, for the best interest of MDEC and not for personal gain or motivation.



All disclosure will be managed by authorized personnel of Integrity and Governance Department (IGD), MDEC with the strictest confidence and your identity as the Whistleblower will be protected. In order not to jeopardize the investigation, you should also keep the fact that you have filed a disclosure, the nature of your concern and the identity of those involved confidential.



RECORDING DISCLOSURE

IGD shall record and assess the disclosure to determine whether it constitutes any improper conduct which includes violation of MDEC's Code of Conduct and policies including offences related to relevant Laws and Statutes. An acknowledgement receipt of the disclosure will be issued to the Whistleblower within two (2) working days of receipt.

PRELIMINARY INVESTIGATION

IGD will conduct a preliminary investigation of every disclosure received to determine whether there are merits to initiate a full investigation. If a full investigation is to be carried out. The Whistleblower shall give his/her full cooperation during the conduct of the investigation.



FULL INVESTIGATION

If the preliminary investigation is proven to constitute a criminal offence or any conduct that constitutes a wrongdoing or malpractice, an investigation paper will be opened. The investigating officer will request for relevant documentation and information from respective parties and hold interviews to validate and verify the allegations reported by the Whistleblower.

Full report for all complaints received and investigation conducted by IGD will be reported to relevant Board Committee on quarterly basis and subsequently, to MACC bi-annually.



NOTIFICATION

Upon findings of the preliminary investigation and/or full investigation, the Whistleblower will be informed:

- If the matter is closed;
- If the matter is to be referred to relevant authorities

It should also be kept in mind that the seriousness and complexity of any disclosure may have an impact upon the time taken to investigate.



REFERRAL

Based on the full investigation findings, for cases related to internal non-compliance, IGD will refer the case to relevant MDEC Department/Division e.g., Human Capital Division for further action. As for cases involving any violation of laws, subject to relevant Board Committee's approval, IGD will refer the case to appropriate enforcement authorities e.g., Royal Malaysia Police (RMP), Malaysian Anti-Corruption Commission (MACC) etc. for their further action.

All disclosure will be investigated as quickly as possible. It should also be considered that it may be necessary to refer a matter to an external agency and this may result in an extension of the investigation process.



Disclosure may be made if it relates to one or more of the following improper conduct/wrongdoings, but not limited to:

- Criminal offence under the law, such as corruption, fraud, forgery, criminal breach of trust, abetting or intending to commit criminal offence
- Acceptance, involvement or solicitation of a bribe, corruption or fraud, or a favour in exchange for direct or indirect personal benefits
- Misuse of MDEC's funds or assets
- Gross mismanagement within MDEC
- Serious breach of the MDEC's Code of Conduct, in particular failure to disclose a conflict of interest
- Serious financial irregularity or impropriety within MDEC
- Actions prescribed under the Malaysian Anti-Corruption Commission Act 2009
- An act or omission which creates a substantial or specific danger to the lives, health, or safety of MDEC's employees, the public, or the environment
- Failure to comply with the provision's relevant laws and regulations where the person knowingly disregards, or does not comply with such provisions
- Attempt to conceal information relating to improper conduct
- Knowingly directing or advising a person to commit any of the above improper conduct.

MDEC employees or member of the public can submit their disclosure along with the **completed disclosure form** and supporting evidence and/or documents to substantiate their disclosure to any of the following reporting channels:

- Sealed envelope with indicative labels "To be opened by Head, Integrity and Governance Department" only", addressed to: Head, Integrity and Governance Department, Corporate Office, MDEC HQ, 2360, Persiaran APEC, 63000, Cyberjaya Selangor
- Send an email to a dedicated whistleblowing email at mdec_wb@mdec.com.my