



**RAZAK SCHOOL OF GOVERNMENT**

## **WHISTLE BLOWING POLICY**

At RSOG, we are committed to the values of transparency, integrity, impartiality, and accountability in the conduct of business affairs. Wrongdoings such as fraud, corruption, serious financial impropriety, and gross mismanagement are to be reported and facilitated through internal mechanisms.

### **What is Whistle Blowing?**

Whistle blowing is a form of discourse, involving a person i.e., the whistle blower raising serious concerns at an early stage about the risk of wrongful activity or reporting a wrongdoing.

### **Who Can Disclose?**

Anyone has the right to act as a whistle blower. This policy applies to the following:

- i. The Company's staff including staff on contract terms, temporary or short-term staff and staff on secondment.
- ii. Persons performing services for the Company including contractors, consultants, etc.
- iii. Members of the public who are natural persons, not being incorporated or unincorporated bodies.

### **What To Disclose?**

A disclosure may be made if it relates to one or more of the following wrongdoings by any person in the conduct of the Company's business. The list includes but is not limited to the following:

1. Corruption or fraud
2. Criminal offence
3. Misuse of the Company's funds or assets
4. Gross mismanagement within the company

### **When to Disclose?**

A Whistle blower should come forward with any information or document that he/she in good faith, reasonably believes discloses a wrongdoing is likely to happen, is being committed or has been committed. The whistle blower needs to demonstrate that he/she has reasonable grounds for the concern. Preferably, the disclosure should be made within the shortest time possible of coming upon such information or document.

## **How to make a disclosure?**

We take whistle blowing seriously and your concern matters to us. Therefore, we would like to hear from you if any of your disclosure is related to improper practices occurring within RSOG. Any discourse can be made to the following dedicated reporting channels:

1. Email to: [hr@rsog.com.my](mailto:hr@rsog.com.my)
2. Contact the Head of Human Resources Unit (Tel.No. +(603) 8873 6003)
3. Send via post to:  
Chief Executive Officer  
Razak School of Government  
Level 4, Block B, Quill 18  
Lingkaran Teknokrat 3 Barat  
Cyber 4, 63000 Cyberjaya, Selangor

To facilitate an investigation into the alleged wrongdoing, where possible and applicable, the following information should be included when making a disclosure:

1. Name, Designation, Current address, and Contact Number
2. The date, time, and place of the incident
3. The identity of the wrongdoer
4. Particulars of witnesses if any
5. Particulars of documentation evidence if any

The whistle blower may be asked to provide further clarifications and information from time to time, for example, if an investigation is conducted.

## **How Does RSOG handle the information provided by you?**

After having examined the information, if the disclosure is related to a wrongdoing, further investigations will be carried out by the Chairperson of the RSOG Nomination and Remuneration Committee. All investigations will be carried out in a strictly private and confidential manner.

## **Whistle Blower Protection**

Upon making a disclosure in good faith based on reasonable grounds and in accordance with procedures pursuant to this policy:

- i. The whistle blower will be protected from a reprisal within the Company as a direct consequence of his or her disclosure; and
- ii. The Whistle blower's identity will be protected i.e, kept confidential unless otherwise required by law or for purposes of any proceedings by or against the Company.