



TRANSPARENCY  
INTERNATIONAL  
MALAYSIA

# MALAYSIAN SOCIETY FOR TRANSPARENCY AND INTEGRITY (TRANSPARENCY INTERNATIONAL – MALAYSIA)

(PPM-007-10-28081999 – Established since 24<sup>th</sup> December 1998)

319, Block A, Kelana Centre Point, Jalan SS 7/19, Kelana Jaya, 47301 Petaling Jaya, Selangor

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## TRANSPARENCY INTERNATIONAL MALAYSIA (TI-M) Whistleblowing & Complaint Policy

### 1. Policy Statement

TI-Malaysia (TI-M) is committed to advancing accountability, integrity and transparency. As an organisation, we aim to be an example of good management, ethical practice and openness to greater transparency and accountability.

TI-M has long recognised the important role of whistleblowers in preventing and detecting wrongdoing. TI-M has developed this Policy to ensure that those who report do not suffer any repercussions for their efforts.

### 2. Purpose

The purpose of this policy is to encourage individuals working for and with TI-M, stakeholders and members of the public to report suspected integrity violations or other wrong doings committed by or within TI-M, through its reporting channels and to protect them in doing so.

### 3. Scope of this Policy

Anyone can report under this policy. This includes all those working for or with TI-M (e.g., TI-M employee, Executive Committee (EXCO) members, members, suppliers, funders, donors, partners and affiliates), as well as members of the public.

For the purposes of this policy, 'TI-M employee' includes all permanent or contract employees (including volunteers and interns) of TI-M.

### 4. Procedure in Making Report

Reports of suspected integrity violations or other wrong doings can be made verbally or in writing to (1) TI-M Secretary-General or (2) the TI-M President. In the event the report is in relation to either the Secretary-General or President then such reports can be channeled to the designated Senior EXCO member. The contact details of the Secretary-General, President and Senior EXCO member are available online on TI-M's public website.



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## 5. Protection to Whistleblower

A whistleblower will be accorded with protection of confidentiality of identity. In addition, to the extent TI-M is able to, a whistleblower will also be protected against any adverse and detrimental actions for disclosing any integrity violations/wrong doings committed or about to be committed within TI-M, provided that the disclosure is made in good faith. Such protection is accorded even if the investigation later reveals that the whistleblower is mistaken as to the facts and the rules and procedures involved.

## 6. Anonymous Whistleblower

Any employee or member of the public who wishes to report improper conduct may remain anonymous.

## 7. Notification

When you report a concern, you can expect that your report will be treated seriously, fairly and promptly. You may expect updates during and upon completion of our investigation, unless we take the view that disclosure may impede investigation.

## 8. Continuous Monitoring and Review

Following its implementation, the effectiveness and suitability of this policy must be continually reviewed by the EXCO. On a quarterly basis, the Secretary-General will compile the data and analyse trends related to the number of informal contacts and formal reports of wrongdoing received, the nature of the issues reported and resolution processes carried out and the reporting person's feedback including satisfaction with the reporting system. Statistical data relating to the functioning of this policy shall be reported to all staff by the Secretary-General annually. This policy will be reviewed annually and improved as necessary. The review will be led by the Secretary-General, in cooperation with EXCO.