



## WHISTLEBLOWING POLICY AND PROCEDURE

Danau Girang Field Centre (DGFC) is committed to allowing individuals to safely raise concerns of wrongdoing without fear of retaliation (*for further information please see Whistleblowers Protection Act 2010, Section 7, Malaysia*).

This anonymous type of complaint is for a person, often an employee who can, without recourse, reveal information about activity within DGFC that they deem illegal, dishonest, unsafe, fraudulent or which may cause financial or reputational risk to the organisation.

This procedure is also intended to be a fair means of protecting the whistleblower who reasonably believes that obeying an instruction from a supervisor would result in a violation of DGFC rules/regulations and/or the laws of Malaysia.

### SECTION 1: INTRODUCTION

DGFC provides an independent, whistleblowing email address that is received by a third-party Safeguarding Officer. The independent Safeguarding Officer is a highly respected Malaysian lawyer who is not a DGFC employee or is directly associated with the organisation.

The whistleblowing channel (see email address below) enables an individual who wishes to report wrongdoing to do so anonymously. Please note that:

- Messages sent to this email address cannot be read or accessed by any DGFC employee.
- The sender's email address will not be disclosed by the third-party Safeguarding Officer during the course of the investigation.
- Your correspondence may be completed in either Malay or English.

The third-party Safeguarding Officer's email address is: [dgfcwhistles@gmail.com](mailto:dgfcwhistles@gmail.com)

### SECTION 2: THE PROCEDURE

The third-party Safeguarding Officer will:

- Inform the DGFC Director that an anonymous complaint has been received and consider the evidence of the case made.
- Interview the whistleblower in person or online.
- Interview the Director and may request additional information that may be required to substantiate the case.

- If the third-party Safeguarding Officer believes that the complaint is unsubstantiated, the whistleblower and Director will be informed.
- If the complaint is substantiated, the Director will be advised to take all necessary corrective measures including a) taking the matter further through DGFC disciplinary procedures and/or b) report the matter to an external authority.

**NB:** If the complaint directly implicates the Director, the Safeguarding Officer will immediately consult with an alternative member or members of the DGFC Management Team <sup>[1]</sup>.

### **SECTION 3: PROTECTIVE MEASURES**

- 3.1 All complaints shall be treated as having been made in good faith.
- 3.2 DGFC prohibits any retaliation, directly or indirectly as a consequence of having made a complaint towards any person who raises concerns or reports misconduct.
- 3.3 In such cases, the DGFC Director shall, following investigation, impose disciplinary actions against any employee or associate who retaliates or threatens retaliation against any person who has raised concerns or reported misconduct.
- 3.4 Any person who has made allegations that are found to be knowingly false, made maliciously or with vexatious intent shall be subject to disciplinary action, up to and including termination of employment or, if an associate, further engagement with DGFC.
- 3.5 DGFC retains the right to seek legal recourse against cases of malicious or vexatious behaviour and may refer such cases to the relevant authorities for action through legal, disciplinary, or other means.

### **SECTION 4: APPEALS**

- 4.1 Should any party wish to contest the handling and/or outcome of the internal investigation they may contact:

Labour Department (Sabah) (Jabatan Tenaga Kerja Sabah)  
 Address: Tingkat 4, Blok E, Bangunan KWSP, Peti Surat 14557, 88852 Kota Kinabalu,  
 Sabah Telephone: +6088-23 8755 or Fax +6088-24 2445  
 Email at [jbkknblu@mohr.gov.my](mailto:jbkknblu@mohr.gov.my).  
 For more information, please visit <http://jtksbh.mohr.gov.my/>

Or a relevant authority.

- 4.2 In such cases, DGFC shall be represented by the Director who may refer to a relevant legal authority.

### **SUBMIT A COMPLAINT**

Individuals are required to submit [an online form](#) for the process to begin.

<sup>[1]</sup> The Management Team comprises: the Director, General Manager, Head of Research and Health and Safety, Director of Public Relations and Development.

