

YAYASAN HASANAH

WHISTLEBLOWING POLICY

YH/PPP512/Rev00

(APPROVED 2 DEC 2022)

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Document no.: YH/PPP512/rev0

Effective date:

SUMMARY OF CHANGES

Rev. no.	Date	Page	Item no.	Summary of changes
0		-	-	New Policies, Processes, and Procedures

1. INTRODUCTION

Yayasan Hasanah (“YH” or “the Foundation”) is committed to conducting business in an ethical and honest manner, acting professionally, fairly, and with integrity in all dealings and relationships.

2. OBJECTIVE

- i. Establish a robust, transparent and accountable communication channel for directors, employees, stakeholders and partnerships or third parties to YH to voice their concerns in an effective, responsible and secure manner when they become aware of actual or potential wrongdoing that will cause the YH to fall short or its social and corporate responsibilities.
- ii. Enable swift, fair and effective corrective actions to comply with YH's social and corporate responsibilities and maintain the support and trust of Associated Persons, partnerships and the public.

3. SCOPE

This policy applies to YH employees, and all Associated Persons including vendors and partnerships providing goods and/or services to or on behalf of YH in any capacity.

4. DEFINITION

YH Management Team	The management Personnel of YH including the MD and HOD
Director	Include the Board of Trustees
Employees	A person employed by YH, whether confirmed in a position or on probation, or any other person employed

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	on contract, short-term placement, internship or retain or appointed by YH for a fixed or indefinite term to perform any function for YH.
Employee Grievances	Personal dissatisfaction or complaints by Employees that are related to their employment and working conditions.
Whistleblowing	Disclosure by a person to YH, or to those in the authority of mismanagement, corruption, illegality, violation of the Code or some other wrongdoings
Whistleblowing Policy/the Policy	This whistleblowing policy, including any subsequent revisions and supplemental guidelines.

5. ABBREVIATIONS

MD	Managing Director
HR	Human Resources
HOD	Head of Department

6. POLICY

6.1. This policy provides a system that enables the YH's employees, stakeholders, partnerships and associated persons acting in good faith to raise concerns and disclose actual or potential wrongdoings or misconduct in the YH.

Following is the wrongdoing or misconduct list but not limited to:

- a) Violation of laws and regulations
- b) Unethical behaviour or breach of YH's Code of Conduct and Ethics,
- c) Giving, solicitation or acceptance of bribes,
- d) Acts that adversely affect the interests or values of YH and Partnerships,
- e) Unauthorised disclosure or sale of Foundation information,
- f) falsification of reports or documents,
- g) fraud, theft, embezzlement or misuse of company assets,
- h) improper or undesirable personal behaviour or misdeeds which seriously,

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- i) impact the YH's operation or reputation,
 - j) sexual or other forms of harassment in the workplace; and
 - k) attempts to cover any of the aforementioned.

- 6.2. Employees, stakeholders, partnerships and associated persons who raise their concerns in good faith in accordance with this Policy are protected from reprisal within the limits of the law and assured that all reported cases will be objectively investigated on a best-effort basis and appropriate remedial measures taken where warranted.

- 6.3. This policy is not intended for employees to lodge Employee Grievances or appeal disciplinary procedures. Employees can report Employee Grievances or lodge appeals on disciplinary procedures through Human Resources.

- 6.4. Employees, stakeholders, partnerships and associated persons should exercise due care to ensure that the information in their whistleblowing report is accurate and truthful.

- 6.5. No action will be taken against employees, stakeholders, partnerships and associated persons who make an allegation in good faith which is not confirmed by subsequent investigation.

- 6.6. But this protection may be revoked if employees, stakeholders, partnerships and associated persons misuse or abuse the Whistleblowing Policy by making false, frivolous, malicious or vexatious allegations.

- 6.7. Disclosure and Confidentiality
 - 6.7.1. All employees, stakeholders, partnerships and associated persons are encouraged to make any disclosures openly and honestly and that concerns or complaints raised will be treated fairly and properly.

 - 6.7.2. All disclosures made under this Policy will be dealt with in a confidential manner.

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6.7.3. The Whistleblower is required to identify himself or herself and provide contact information in his or her report. This will facilitate the investigator to obtain further information, if required and communicate on results of investigation to the Whistleblower.

6.8. Reporting

6.8.1. The monitoring and execution of this Whistleblowing Policy will be placed under the supervision of HR.

6.8.2. All employees, stakeholders, partnerships and associated persons should report their concerns at the earliest opportunity so that corrective action can be taken as possible to the following channels:

Reporting Mode	Contact Details
Letter	Human Resources Unit Yayasan Hasanah Level 2 Block A, Dataran PHB Saujana Resort Seksyen U2 40150 Shah Alam
Email	HR_Unit@hasanah.org.my

6.9. Investigation

6.9.1. Upon receipt of the Whistleblowing report, HR will as soon as possible practicable establish a Whistleblowing Investigation Team comprising appropriate and suitably qualified personnel to investigate concerns disclosed in a fair and objective manner and at its discretion of MD , consider involving any other or additional officer of the YH and/or and outside agency for the purpose of investigation.

6.9.2. HR will contact the Whistleblower to confirm receipt of the report and also to inform how the report will be dealt with.

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- 6.9.3. HR is not obliged to contact the persons who submitted the whistleblowing report anonymously, exclude contact details or do not report in good faith.
 - 6.9.4. The investigation by itself would not be tantamount to an accusation and is to be treated as a neutral fact-finding process.
 - 6.9.5. If the Whistleblowing Investigation Team finds that the alleged wrongdoing or misconduct is true, the YH Management Team will take appropriate actions including disciplinary action, and termination of the contract.
 - 6.9.6. HR shall establish new controls to prevent the recurrence of wrongdoing or misconduct in the YH.
 - 6.9.7. HR will report the final findings to the MD.
- 6.10. Confidentiality and Safeguards
- 6.10.1. All whistleblowing reports will be treated as confidential to the extent reasonably practicable.
 - 6.10.2. The identity of the whistleblower will be kept confidential so long as it does not impede or frustrate the investigation process.
 - 6.10.3. The whistleblower also requires to provide a statement as part of the evidence.
 - 6.10.4. The Whistleblowing Policy offers protection within the limits of the law and to the extent reasonably practicable to employees, stakeholders, partnerships and associated persons who submit whistleblowing reports internally in good faith, even if the allegations prove to be unfounded or mistaken.

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7. REFERENCES

- a. Malaysian Anti-Corruption Commission Act 2009 (“MACC Act”)(Section 17A)
- b. YH Employee Handbook
- c. Disciplinary & Rule Policy
- d. Termination Policy

8. POLICY VARIATIONS

The policy is subject to at least every two years review for any changes in its implementation, and any emergence risks that impact YH.