



## WHISTLEBLOWER POLICY



<b>Process</b>	Integrity Unit
<b>Process Owner</b>	Chief Integrity Officer
<b>Date Updated</b>	September 2016

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## **1. The Policy**

Since the MRT Project is a high profile national project, MRT Corporation Sdn Bhd (MRT Corp) and its employees are committed to high standard of ethical and legal business conduct. MRT Corp is also committed to present accurate and factual information to guide the Board of Directors, Management, shareholders and other stakeholders in making informed decisions.

MRT Corp must maintain a workplace that practises good corporate governance and upholds integrity in all its operational activities and business dealings. To achieve this objective, the Company therefore encourages its stakeholders and all level of employees to report suspected or instances of wrongdoing involving the MRT Corp's employees and its assets.

## **2. The Objectives**

The policy is to provide an avenue for all employees and stakeholders of MRT Corp to disclose any wrongdoing or irregularities in accordance with the procedures as provided for under this policy and to provide protection for employees and stakeholders who report such allegation.

## **3. The Scope of the Policy**

The primary purpose of this policy is to govern the reporting and handling of wrongdoing at MRT Corp. This policy does not replace the Company's existing policy for handling employee grievances or similar complaints, which will continue to be administered by Strategic Human Resource.

Wrongdoing shall mean, but not limited to, abuse of power, reporting of fraudulent financial information, actual or suspected fraud, misrepresentation, conceal facts or information with intention to mislead, violation of laws and regulations, endangerment of employees or public health and safety, violation of Company's policies, taking or giving kickbacks, bribes, favours, privileges, criminal offence and blackmailing.

The above list is not exhaustive and includes any act or omissions, which if proven, will constitute an act of misconduct under MRT Code of Ethics and Business Practices or any criminal offence under relevant legislations in force.

## **4. Reporting in Good Faith**

MRT Corp expects all parties to act with integrity and have reasonable grounds when making a report. MRT Corp does not entertain any reports with malicious intent.

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## 5. Protection from Retaliation and Reprisal

MRT Corp views retaliation or reprisal against the Whistleblower seriously. MRT Corp provides assurance to the Whistleblower that he/she would be protected from retaliation or reprisal from top management (CEO and Head of Divisions), his/her reporting superior, manager or department head.

MRT Corp assures that no disciplinary action can be taken against the Whistleblower on condition that the information is provided in good faith and has no element of malicious intent.

## 6. Confidentiality

All complaints reported to MRT Corp are treated in strict confidence. The Whistleblower's identity will not be revealed unless it is required by law.

## 7. Reporting Wrongdoing

- 7.1 The Whistleblower should promptly report the suspected or instances of wrongdoing to the Chairman of the Whistleblower Committee or the Chief Integrity Officer.
- 7.2 The complaint is preferably in writing, submit by hand, via post or email, to ensure that there is a clear understanding about the issues raised. The report should be sealed in an envelope if sent via post with "Private and Confidential" indicated and addressed to:

The Chairman of Whistleblower Committee  
Mass Rapid Transit Corporation Sdn Bhd  
Level 5, Menara I&P 1  
46 Jalan Dungun  
Bukit Damansara  
Kuala Lumpur

or to

Chief Integrity Officer via

- Call 03-20815353 from Monday to Friday during office hours (8.30 am to 5.30 pm)
- Appointment at the office or any agreed location
- Email to [integrity@mymrt.com.my](mailto:integrity@mymrt.com.my)
- Online submission through Integrity Unit Portal (E-Aduan)
- In writing to Chief Integrity Officer, 6<sup>th</sup> Floor, Menara I&P 1, 46 Jalan Dungun, 50490 Bukit Damansara, Kuala Lumpur.

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- 7.3 The Integrity Unit will notify the sender and acknowledge receipt of the submission by providing a reference number. All complaints will be investigated by Integrity Unit.

## **8. Information Required When Reporting Wrongdoing**

- 8.1 To assist the Whistleblower Committee in responding to an investigation of suspected or instances of wrongdoing, the complaint should be factual rather than speculative, and contain as much specific information as possible for proper assessment of the nature, extent and urgency of the matter that is the subject of the complaint.
- 8.2 An investigation is less likely to be conducted based on a complaint that contain unspecified wrongdoing or broad allegations without verifiable evidentiary support.
- 8.3 Without limiting the foregoing, the complaint should, to the extent possible, contain the following information:
- the alleged event, matter or issue that is the subject of the complaint;
  - the name of each person involved;
  - if the complaint involves a specific event or events, the date and location of each event; and
  - any additional information, documentation or other evidence available to support the complaint.
- 8.4 The findings of the investigation will be tabled to the Whistleblower Committee by the Chief Integrity Officer. The Whistleblower Committee will deliberate and make decisions on the report. The Whistleblower Committee will make one of the following decisions:
- i. Agreed with the findings and approved the report
  - ii. Require further information on the case investigated
- 8.5 The Whistleblower Committee shall table to the Board of Directors the decisions made on all cases investigated for notification purpose.
- 8.6 The Whistleblower shall be informed of the outcome of the investigation.
- 9 The Chairman of Whistleblower Committee who receive the complaint will notify the sender and acknowledge receipt of the submission. All complaints will be investigated.



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10 The Whistleblower shall be informed of the outcome of the investigation.

#### **9. Whistleblower Protection Act 2010**

In the event that there are discrepancies between this policy and the Whistleblower Protection Act 2010, the Act shall prevail.