WHISTLEBLOWING POLICY STATEMENT

This policy is intended to encourage Whistleblowers (any members of management, staff or the public) to report suspected or actual instances of bribery, unethical (behaviours or practices) incidents to DURIANE PROFESSIONALS SDN BHD.

1. Whistleblower should immediately report suspected or actual bribery events to his or her supervisor.
2. If Whistleblower is uncomfortable or refuses to report to the supervisor, then he/she may report the event to the highest level or other level of management, including to appropriate committee.
3. Whistleblower may report any bribery events with his or her identity or anonymously.
4. The Whistleblower will not receive any retaliation for reports in good faith.
5. Anyone who takes retaliation actions on Whistleblower (who reports good events) will be subjected to disciplinary action, including termination of employment.
6. Supervisors, managers and / or members of the Board receiving the report should act immediately to investigate and / or resolve the problem.
7. Whistleblower will receive a report within 5 days of the report being made, regarding the outcome of the investigation, disposal or resolution of the issue.
8. If the investigation of the report, conducted in good faith and investigated by an internal member, is not acceptable to Whistleblower, then he / she has the right to report the incident to the MACC pursuant to the 1-800-88-6000 toll-free number.
9. Whistleblower's identity will be kept confidential by the person involved in implementing this policy, unless the issue requires investigation by the MACC authorities

Yau Chau Fong

Managing Director

1st July 2021

To all employees and the public in any transactions with DURIANE PROFESSIONALS SDN BHD, if you have information about any suspected bribery in business / business practices, you may report to the management in the following manners:

No	Action	Records
1	Obtain the Whistleblower Report Form from the Suggestion Box or front office For staff, may access Duriane@Work Portal to fill in Whistleblower Report Form	Whistleblower Report Form
2	Fill in any information found / suspected of bribery. To substantiate, the following may be attached: a) Photos b) Video c) Document (eg. Payment receipts, bank slip, etc) If you are concerned about your identity, you may ignore to fill the name of the complainant. But a contact is required (eg a phone number or email) if additional information is required for further investigations.	Evidence of bribery
3	Submit the completed Whistleblower Form in the Suggestion Box. You can take pictures and email them to: Company Email: abms@duriane.com	-
Whistleblower is protected under the WHISTLEBLOWER PROTECTION ACT 2010. No retaliation will be made to all Whistleblowers. Whistleblower policy is displayed at our office / website		
4	Once the information has been received, management will investigate reported bribery incidents. The results of the investigation must be returned to the informant within 5 working days of the date of the report.	Investigation Report
5	If the act of bribery is confirmed, the case will be referred to the MACC for further action by the authorities.	-

WHISTLEBLOWER REPORT FORM		
Date & Time	Date:	Time:
Name of complainant (optional)		
Name of suspect; Organization; Position		
Description / Situation of the alleged incident (Please use attachments if necessary)	• *What, Who, When, Where, How, Witnesses* • *Please provide evidence to support the claim (photos, video..)*	
Phone No. / Email (compulsory; use private/ others email/ phone number if anonymity is preferred)		

Note: You will need to provide your telephone / email so that we can contact you for additional information on reported incidents.

Kindly email to: abms@duriane.com