

WHISTLEBLOWING FORM

Please provide the following details for any misconduct and submit the form as per the Procedure. Please note that you may be called upon to assist in the investigation, if required.

For Employees

Name of Employee*	:	
Department / Project*	:	
Name of person(s) you are reporting to*	:	
Contact number*	:	
Email address*	:	

For Non-Employees

Name*	:	
Relationship (e.g. customer, supplier, subcontractor, consultant & etc)	:	
Contact number*	:	
Email address*	:	

* Indicates required fields

Details of Concern

Name of individual involved	Position	Department/Project
1.		
2.		
3.		

Briefly describe the Misconduct and how you know about it as per the criteria outlined. There is no limitation to the pages for the report.

Incident	Date:	Time:
Incident Location:		
Description of the misconduct (What and How): (To supporting document(s)/ evidence(s) for the claim)		

Witness Information^

[Witness 1] Name: (Kindly indicate whether staff or non-staff.)	
Contract Number:	
[Witness 2] Name: (Kindly indicate whether staff or non-staff.)	
Contract Number:	
[Witness 3] Name: (Kindly indicate whether staff or non-staff.)	
Contract Number:	

^ There is no limit to the no of witness(s), please add to the list if there are more witnesses

Documentary Evidence

Do you have any documentary evidence of the misconduct or concern?	Please mark (√) where applicable
• No	
• Yes, I will forward the documents in due course	
• Yes, I have attached the documents with this form	

Any other comments or any other details or information which could help us in the investigation.

I hereby confirm that the information provided herein is accurate, correct and that the documents submitted along with this application form are genuine.

(Signed by Whistle-Blower)

Note: Any false information and/or purposely and/or malicious and/or dishonour an image of the employee or the Company/ Group and misuse of the Whistleblowing mechanism shall face serious consequences. By submitting Whistleblowing Form will automatically provide consent to the Company to use and disclose the Whistleblower's personal data if required under the provision of the law or for the purpose of conducting a competent investigation.