

WHISTLEBLOWER POLICY

I. **OBJECTIVE**

PADU is committed towards a high degree of integrity, transparency and good governance in the conduct of its operations. In view of this, the Whistleblower Policy has been established to encourage and provide an avenue for a Whistleblower to raise concerns of any wrongdoings without fear of reprisals.

This Whistleblower Policy seeks to enhance governance by helping to foster an environment where integrity and ethical behavior is maintained and any illegality, improper conduct and/or wrongdoings in the organisation may be exposed.

In an effort to encourage Whistleblowers to come forward with information on any alleged improper conduct, the Whistleblower Protection Act 2010 provides safe avenues for them to make disclosures of such alleged improper conduct (whistleblowing) to the relevant authorities in good faith, by protecting their identities, providing them with immunity from civil and criminal proceedings and protecting them from detrimental action.

This Whistleblower policy must also be read together with the Whistleblower Protection 2010 (Act711).

II. **DEFINITIONS**

- 1) Whistleblowing – This occurs when an employee or other stakeholder reports on any improper conduct and other wrongdoings that has occurred within the organisation.
- 2) Whistleblower – The employee or other stakeholder who makes a disclosure of improper conduct to the management.

III. **WHISTLEBLOWING**

- 1) Whistleblower should immediately report any misconduct and remind the management to take necessary remedial action when misconduct is discovered, encountered or suspected by the whistleblower, regardless of whether it leads to any consequences.
- 2) Reporting of misconduct should be specific with evidence and proof. Named or anonymous reporting is acceptable but named reporting is encouraged.

- 3) The management encourages the employees and other stakeholders to make any disclosures of improper conduct where all disclosures made under this Policy will be dealt with in a confidential manner. To prevent malicious reporting, poison letters, exploitation, and victimization, the Whistleblower is encouraged to provide identification and contact information in the report.

IV. IMPROPER CONDUCT

Disclosure by the whistleblower may be made if it relates to an improper conduct of any wrongdoings, including, but not limited to the following:

- 1) Criminal offences like corruption, bribery, fraud.
- 2) Intentional misrepresentations or improprieties in matter of financial reporting that directly or indirectly affecting financial statements.
- 3) Failure to comply with any law or regulatory obligations.
- 4) Breach of the Company's policies and procedures or other rules of conduct.
- 5) Conflict of interest
- 6) Endangering the health and safety of any individual or the environment.
- 7) Improper conduct or unethical behavior.
- 8) Conduct or activity which breaches any law or regulatory obligation.
- 9) Sexual Harassment.
- 10) Attempts to conceal any of the above.

V. CONFIDENTIALITY

- 1) Treat disclosures made under the Whistleblower Policy in a confidential and sensitive manner.
- 2) Take reasonable steps to keep confidential the identity of the whistleblower so long as it does not hinder or frustrate any investigation. However, the identity of the whistleblower may need to be revealed under the provisions of law.
- 3) Should the whistleblower disclose his/her own identity, PADU will no longer be obligated to maintain such confidentiality.

VI. ACTING IN GOOD FAITH

- 1) To ensure credibility and avoid disclosures which are malicious, frivolous and/or vexatious, the whistleblower is required to ensure the disclosures made shall be based on facts and evidence.

- 2) Any person that has not acted in good faith or him/herself has participated in the improper conduct shall not be entitled to any protection under this policy.
- 3) An employee making allegations or reports that prove to have been made without good faith or to set-up someone will be subject to disciplinary action (which may include termination of employment).
- 4) The person implicated in the complaint could not be involved in the investigation.

VII. REQUIRED EVIDENCE

- 1) The Whistleblower should be able to provide in the disclosure in writing, information regarding the type of activity or conduct, identity of the person(s) suspected as being involved, when it occurred and who was affected.
- 2) The Whistleblower must have first-hand knowledge or information of the facts, i.e. information obtained from third party or 'hearsay' will not be entertained. However, the Whistleblower should not be discouraged from making a report because they are unsure whether there is sufficient evidence to support their allegations.

VIII. WHISTLEBLOWING CHANNEL AND REPORT.

- 1) Any complaints or disclosures can be made by sending e-mail to PaduWB@padu.edu.my and copy to the Chairman of the Audit and Risk Committee (ARC) at PaduARC@padu.edu.my. The complaints will be co-managed by Director of Human Resource and Administration and the Chairman of the Audit and Risk Committee (ARC).
- 2) Human Resource and Administration / ARC will report to the Board from time to time when there are complaints reported under the Policy.

IX. PROCESS FLOW.

