FMM Whistleblowing Policy

1. The Federation of Malaysian Manufacturers (FMM) has established a Whistleblowing Policy with the purpose of providing avenue or course of action to facilitate employees and stakeholders (customers, suppliers, members or third parties) to disclose or report any actual or potential wrongdoing, malpractice, corruption, fraud, favours, illegal or unethical acts by the FMM management, employees, Council, Branch Committees, Working Committees and Executive Committees of Industry Groups under the aegis of FMM which are against FMM's business practices and conduct.

2. The policy is established to ensure that the whistleblower shall be protected and FMM will take reasonable measures to maintain the confidentiality of the whistleblower to the extent reasonably practicable, unless otherwise the whistleblower willingly discloses his/her identity or investigation conducted by the law enforcement authorities that requires the information of the whitsleblower to be disclosed of which FMM has to oblige, thus such obligation to maintain the confidentiality will no longer be obligated by FMM. FMM also assures that the whistleblower shall be protected from any adverse or detrimental actions against him/her subjected to the disclosure being made in good faith without malice or consideration of personal benefits based on facts and evidence. FMM shall initiate an investigation immediately upon receiving the report.

3. FMM welcomes and encourages employees and stakeholders to come forward to report of any actual wrongdoings or any concerns regarding possible wrongdoing or unethical act which include but are not limited to the following given their duty to report bribery transactions as provided under Section 25 of the MACC Act (Act 694):
   a. Suspected or actual conduct or activity of fraud including financial and accounting frauds
   b. Suspected or actual conduct or activity of corruption including bribery and embezzlement
   c. Suspected or actual receiving, asking or giving any gratification in return for a favour. Gratification may include money, promises, service, etc while favours may include confidential information, special privileges, contracts, etc
   d. Any attempt, preparation, abetment and criminal conspiracy to offer bribes
   e. Suspected or actual conduct or activity that violates any laws or regulations
   f. Suspected or actual conduct or activity that breaches FMM policies or procedures
   g. Suspected or actual endangerment to public health or safety
   h. Suspected or actual breach of code of conduct or negligence of duty
   i. Suspected or actual misleading or deceptive action or representation
   j. Suspected or actual breach of confidentiality

4. Section 25 of the MACC Act 2009 (Act 694) specifies that any person to whom gratification is given, promised or offered shall report such gift, promise or offer and any person who fails to report commits an offence and shall on conviction be liable to a fine not exceeding RM 100,000.00 or imprisonment for a term not exceeding 10 years or both. Section 25 also specifies that any person from whom any gratification has been solicited or obtained, or an attempt has been made to obtain such gratification, shall report such soliciting or obtaining of, or attempt to obtain, the gratification and any person who fails to report commits an offence and shall on

conviction be liable to a fine not exceeding RM10,000 or to imprisonment for a term not exceeding two years or to both.

5. Any disclosures can be reported via the following channels using the Whistleblowing Reporting Form *(sample no: FMM-ABM-01-14a):*

   i. Send via post or hand sealed letter with indication "To be opened by FMM Investigation Team" over to FMM's registered office at:

      Federation of Malaysian Manufacturers (FMM)
      Wisma FMM
      No. 3, Persiaran Dagang, PJU9
      Bandar Sri Damansara
      52200 Kuala Lumpur

   ii. Email at whistleblower@fmm.org.my ; or

   iii. Call 012-4011232 @ Investigation Team (Monday to Friday from 9.00 am to 5.00 pm)

   iv. Walk-in to FMM's registered office at:

      Federation of Malaysian Manufacturers (FMM)
      Wisma FMM
      No. 3, Persiaran Dagang, PJU9
      Bandar Sri Damansara
      52200 Kuala Lumpur

   v. Report directly to the Malaysian Anti-Corruption Commission.

6. FMM recognises that anonymity to whistleblowers who are willingly come forward to report any concerns regarding possible wrongdoing or unethical act is key to encouraging such reporting. However, to prevent false and malicious reporting, poison letters and abuse of the reporting channel, all whistleblowers must provide sufficient details and evidence as stated in the Whistleblowing Reporting Form in their report to facilitate further investigation.

7. Appendix
   7.1 Whistleblowing Reporting Form *(sample no: FMM-ABM-01-14a)*

sample no: FMM-ABM-01-14a

	FEDERATION OF MALAYSIAN MANUFACTURERS
	WHISTLEBLOWING REPORTING FORM

CONTACT INFORMATION*:						
Name:						
NRIC / Passport No.:						
Employee No. *(if applicable)*						
Contact numbers:	Office:		Mobile:		House:	
Email:						

DETAILS OF DISCLOSURE (You may use additional sheets if necessary)

Include background and history of the concern including dates and location, reason for concern and identity of the person(s) committing the alleged wrongdoing. Include supporting documents, witnesses and/or evidence to substantiate your disclosure (if any) to facilitate investigation. If information in the whistleblowing report is insufficient, it may impede the investigation and resolution of the concern raised.

Date / Time and Location:	
Description of Concern:	
Name of alleged wrongdoer / designation / division:	
How do you know this person?	

SUPPORTING INFORMATION TO ASSIST INVESTIGATIONS (Please attach supporting evidence to substantiate your disclosure and assist in investigation. You may use additional sheets for additional witnesses or supporting evidence if necessary)	
Witness (Name/Division/Contact)	
Supporting evidence	

** You are encouraged to provide your contact details to enable us to contact you for further clarification if required.*

I have read and understood the Whistleblowing Policy. I affirm that all information submitted in my whistleblowing report is true to the best of my knowledge and agree to extend my full cooperation to Federation of Malaysian Manufacturers (FMM) in their investigation of my complaint.

_____

(Signature)
Name:
Date:

Full disclosure of details will assist with the investigation process.