

OLYMPIA BUSINESS MACHINES (M) SDN BHD 201101005064 (540820-A)

WHISTLEBLOWER REPORTING FORM

Please provide the following details for any suspected Misconduct and submit directly to the Managing Director (MD). Please note that you may be called upon to assist in the investigation, if required.

<u>Whistleblower's Contact Information</u>			
Name:			
Contact Number:		Email Address:	
<u>Suspect's Information</u>			
Name:			
Functional Title:			
Division & Department (where applicable):			
Contact Number:		Email Address:	
<u>Witness(es) Information (if any)</u>			
Name (1):			
Division & Department (where applicable):			
Contact Number:		Email Address:	
Name (2):			
Division & Department:			
Contact Number:		Email Address:	

OLYMPIA BUSINESS MACHINES (M) SDN BHD 201101005064 (S40820-A)**Complaint:**

Briefly describe the Misconduct and how you know about it. Specify what, who, when, where and how. If there is more than one allegation, number each allegation and use as many pages as necessary.

1) What was the Misconduct which had occurred?

2) Who had committed the Misconduct?

3) When did it happen and when did you notice it?

4) Where did it happen?

5) Is there any evidence that you could provide?

6) Are there any other parties involved other than the suspect stated above?

7) Do you have any other details or information which would assist us in the investigation?

8) Any other comments

Date:

Signature:

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For Managing Director Use	Complaint No.
Received By:	Received On:
	Acknowledgement Sent On:
Investigation Required (Yes/No)? (If no, please state the reason)	
Investigation To Be Done By:	
Investigation Results:	
Action Taken/Conclusion:	
Signed Off By:	