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GUIDELINE FOR REPORTING TO EXTERNAL AUTHORITIES

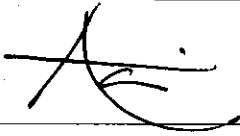
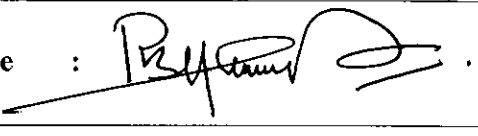
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GUIDELINES FOR REPORTING TO EXTERNAL AUTHORITIES

1.0 PURPOSE

The purpose of these guidelines is to provide clear direction on the reporting of misconduct to external authorities as approved through the IIUM University Management Committee Meeting No. 09/2026 dated 11th March 2026. Such action must comply with applicable laws, protection of institutional interests, and proper handling of disciplinary matters.

2.0 SCOPE

These guidelines apply to all staff members and any persons acting on behalf of IIUM.

3.0 INTERNAL MEASURES

A staff member must promptly report any information concerning potential violation, ongoing problems, or suspicious activities to the supervisor or the appropriate authority. This ensures the University can take immediate corrective action.

4.0 CIRCUMSTANCES FOR EXTERNAL REPORTING

The institution may report a matter to external authorities where:

- a) the alleged misconduct involves criminal offences;
- b) reporting is required by law or regulatory obligation;
- c) there exists a risk to public safety, institutional security, or public interest;
- d) the matter falls outside the jurisdiction or capacity of the University to investigate; or
- e) directed or approved by the relevant approving authority.

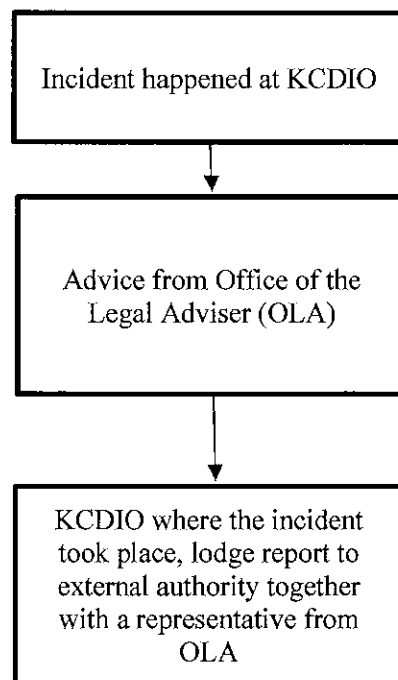
4.1 External authorities may include, but are not limited to:

- a) law enforcement agencies;
- b) regulatory or statutory bodies;
- c) professional governing bodies;
- d) anti-corruption agencies; and/or
- e) any other competent authority as required by law.

5.0 REPORTING PROCEDURE

- i. Relevant records, evidence, and supporting documents shall be compiled prior to submission.
- ii. Reports shall only contain factual and verified information to the extent reasonably available.
- iii. All communications with external authorities shall be properly documented and retained by the institution.

6.0 FLOW CHART



**Office of the Legal Adviser (OLA) shall be in the know of all reported cases to the external authorities*

7.0 CONFIDENTIALITY

All information relating to misconduct reports shall be treated as confidential and disclosed strictly on a need-to-know basis or as required by law.

8.0 REFERENCE

This guideline shall be read together with the IIUM's disciplinary rules, IIUM code of ethics, whistleblowing policy, and applicable laws.