



WHISTLEBLOWER PROCEDURES

PLEASE TAKE NOTE OF THE FOLLOWING BEFORE FILLING IN ANY DISCLOSURE/REPORT:

A whistleblower is a voluntary act applicable to staff, students and members of the public to disclose/report any improper conduct which may constitute a disciplinary offence or a criminal offence committed or about to be committed by a staff of the University. The whistleblower is protected under the IIUM Whistleblower Protection Policy (IWPP).

The IWPP serves to encourage staff, students, and the public to disclose (whistleblow) any improper conduct which has come to their knowledge and to provide protection for staff, students and members of the public who had reported allegations of improper conduct.

The IWPP is not to invalidate IIUM Remedial Grievance System and/or Disciplinary action process, but to provide optional avenues for IIUM community and members of the public to disclose improper conduct (as defined under the WPA 2010) committed or about to be committed by a staff of the University.

Anonymous Report

Any anonymous disclosure will not be entertained. The Whistleblower is required to disclose his identity to the IIUM Ombudsman in order to accord the necessary protection.

Making a Disclosure

Disclosures shall be made in person to the IIUM Ombudsman. The reported disclosure must contain the following:

- i. details of the alleged person;

- ii. details of the alleged improper conduct i.e. nature of alleged improper conduct;
- iii. supporting evidence (if any).

Any other information (if relevant).

Scope of Reporting

Such improper conduct also includes but is not limited to the following:

- a. outside employment without authorization
- b. failure to disclose interest
- c. abuse of power
- d. financial losses to the University
- e. fraud
- f. gaming, wagering etc
- g. bribery
- h. publication of confidential / classified document
- i. theft
- j. sexual harassment
- k. non-compliance with procedures

Notification of Outcome

The Whistleblower will be notified within three (3) months or any reasonable time on case to case basis on the outcome of the reported disclosure.

Please contact:

IIUM Ombudsman
Office of the Ombudsman
Level 3, Muhammad Abdul Rauf building
International Islamic University Malaysia
P.O. Box 10, 50728 Kuala Lumpur.

2.0 How do you know about the information that you are disclosing here?
(Bagaimana anda mengetahui maklumat berhubung dengan aduan ini?)

3.0 Have you reported the matter to anyone or any other authority? If so, to whom, when and what where the results?
(Adakah anda telah melaporkan aduan ini kepada pihak lain? Jika ya, kepada siapa, bila dan apa tindakan yang telah diambil)

4.0 Is there any other party involved other than the stated person? If so, who and kindly provide the details.
(Adakah terdapat pihak lain yang terlibat selain orang yang dilaporkan? Jika ya, siapa dan sila sertakan butiran penuh)

5.0 What is the impact of the alleged improper conduct to IIUM?
(Apakah impak salahlaku tersebut terhadap IIUM?)

6.0 Is there any evidence that could be provided to us in substantiating your disclosure on the alleged improper conduct?

(Adakah terdapat sebarang bukti yang dapat anda kemukakan bagi menyokong aduan anda?)

Supporting evidence (if any)

- i. _____
- ii. _____
- iii. _____
- iv. _____

AFFIRMATION

I hereby declare that the above statement is true and is made voluntarily without any bad faith, pressure, force, or promises from any party. I shall ensure that my participation in this matter shall be kept confidential.

(Saya akui aduan ini adalah benar dan secara sukarela tanpa sebarang niat jahat, atau tekanan, paksaan atau janji dari mana-mana pihak. Saya berjanji akan merahsiakan aduan ini)

(Signature)

Date

Name:.....