

# WHISTLEBLOWER POLICY



## Policy Statement

Pustaka Negeri Sarawak is committed to the highest standard of integrity, openness and accountability in the conduct of its businesses and operations. It aspires to conduct its affairs ethically, responsibly and transparently.

Recognising the abovementioned values, Pustaka provides an avenue for its employees and members of the public to disclose any improper conduct within Pustaka involving the Management and Staff.

## The Objective of the Policy

This policy provides an avenue for all employees of Pustaka and members of the public to disclose any improper conduct by the procedures provided under this policy and to provide protection for employees and members of the public who report such allegations.

## Scope of the Policy

This policy is designed to facilitate employees and members of the public to disclose any improper conduct (misconduct or criminal offence) through internal channels. Such misconduct or criminal offences include the following:

- a) Fraud
- b) Bribery
- c) Abuse of Power
- d) Conflict of interest
- e) Theft or embezzlement
- f) Misuse of the Organisation's Property
- g) Non-Compliance with Procedures
- h) False claim

The above list is not exhaustive and includes any proven act or omission that will constitute an act of misconduct under the relevant laws and regulations or any criminal offence under applicable legislation in force.

## Applicability of the Policy

Subject to the requirement of applicable local jurisdiction, this policy applies to all Pustaka Board Members, employees and members of the public, where relevant.

## Procedure for Making a Disclosure

All disclosures will be channelled by the procedures provided under this policy. Report on improper conduct can be submitted using Report on Misconduct Form via:

1. Email:	kui pustaka@sarawak.gov.my
2. Mail:	Head of Integrity Unit, Pustaka Negeri Sarawak, Jalan Pustaka, Off Jalan Stadium, Petra Jaya, 93050 Kuching, Sarawak
3. Online:	<a href="https://www.pustaka-sarawak.com/pages.php?do=integrity_unit">https://www.pustaka-sarawak.com/pages.php?do=integrity_unit</a>

Unit Integriti Pustaka



## Protection to Whistle-blower

A whistle-blower will be accorded the protection of identity confidentiality to the extent reasonably practicable. In addition, an employee who whistle blows internally will also be protected against any adverse and detrimental actions for disclosing any improper conduct committed or about to be executed within Pustaka, to the extent reasonably practicable, provided that the disclosure is made in good faith.

## Anonymous Whistle-blower

Anonymous disclosure is not prohibited. Nevertheless, the extent to which a Disclosure can be investigated may be limited to the information provided.