


POLICY OWNER	HUMAN RESOURCES		
SUBJECT	POLICY ON WHISTLE BLOWING FOR NON-EMPLOYEES		
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WHISTLE BLOWING FOR NON-EMPLOYEES

We would propose a link at our IMU website to encourage and enable non-employees to whistle-blow as they deem appropriate. In this link a introductory message shall be as follows:-

Introduction

Dear Sir/Madam,

It is our principle and philosophy that the IMU shall at all times uphold the highest level of integrity, ethics and professionalism.

Procedures

1. If anyone considers a necessity to report an integrity concern or any reportable incidents, he or she should contact directly to the following persons:-

Mr Francis Wen
Chief HR Officer, Human Resources
International Medical University
 126, Jalan Jalil Perkasa 19, Bukit Jalil, 57000 Kuala Lumpur, Malaysia.
 Tel D/L: +603-2731 7645
 Email: FrancisWen@imu.edu.my

Or

Professor Zabidi Hussin
Pro Vice-Chancellor, Academic
International Medical University
 126, Jalan Jalil Perkasa 19, Bukit Jalil, 57000 Kuala Lumpur, Malaysia.
 Tel D/L: +603-2731 7795
 Email: ZabidiHussin@imu.edu.my

An acknowledgement of receipt shall be issued within 3 working days of the report.

2. In the report, the whistle-blower is advised to cover the following where applicable as a source of information for initiating an investigation:-

- a. Nature of your concern(s)
 - b. Reason (s) for your concern(s)
 - c. Background/history of your concern(s)
 - d. Name of staff involved in the malpractices or wrongdoings
 - e. Where and when the incident / activity had taken place
 - f. Name of witness(es) if any that may support your concern(s)
 - g. Documentary evidence that may substantiate your concern(s)
3. Alternatively, you may also make personal call/visit to any of the relevant abovementioned members in confidence at a time and location to be determined together.
 4. Your identity will be kept **confidential** when the concern(s) is (are) first raised, but you may be required to provide more information if the matter needs further investigation.
 5. Any concerns raised will be investigated but consideration and priority will be given depending on the following factors :-
 - a. Severity of the issue raised
 - b. Creditability of the concern or information
 - c. Likelihood of confirming the concern or information from attributable sources
 6. In cases where the whistle-blower does not reveal his/her identity, the person will be given a reference number which will be used to identify the issue should the person wish to call again in the future. The contact person will make notes of the conversation to form the basis of the investigation, and also to confirm that he or she has an accurate understanding of the key points at the end of the conversation.
 7. However, under certain circumstances it may be necessary to get the whistle blower to stand as witness to substantiate the case. In this we hope the whistle-blower will give his or her fullest cooperation for the betterment of the University.
 8. If none of the above procedures deliver a satisfactory outcome, the whistle blower may contact the President at the following:-

Professor Abdul Aziz Baba
President & Vice Chancellor
International Medical University
126, Jalan Jalil Perkasa 19, Bukit Jalil, 57000 Kuala Lumpur, Malaysia.
G/L Tel: +603-8656 7228
Email: AbdulAzizBaba@imu.edu.my

Thank you for your valued information and cooperation in assisting IMU to achieve a high standard of corporate governance.

Yours faithfully,

The Management
International Medical University