



Sabah Development Bank Berhad

Whistleblowing Policy



Sabah Development Bank Berhad

WHISTLEBLOWING POLICY

Approved at the 531st Board of Directors Meeting



1. INTRODUCTION

Sabah Development Bank Berhad (“SDB/the Bank”) commits to a high level of ethics and integrity in conducting its business. SDB advocates ethical conduct as part of its corporate culture with emphasis on professionalism, fairness and honesty.

2. OBJECTIVE

SDB does not tolerate any acts contrary to its value of ethical conduct in its business operations. This Whistleblowing Policy (“Policy”) provides a channel of reporting for all its staff, business associates, vendors, contractors, agents and other third parties who are associated with SDB to report, without fear, any instance of actual or suspected improper conduct or wrongdoings which could adversely affect SDB’s image, reputation, business operation and/or compliance with the current laws/regulations.

3. SCOPE

This Policy covers disclosure on matters that are not in the interest of SDB, which includes the following types of improper conduct or wrongdoings:-

- Offering bribes;
- Receiving bribes;
- Fraud and/or malpractice;
- Abuse of power and/or position;
- Misappropriation or theft of funds or other assets;
- Misuse of information gained through business operations, either for personal gain or for any purpose other than that intended by the Bank;
- Unauthorized disclosure of information;
- Unauthorized access and tampering of data;
- Falsification or unauthorized destruction of the Bank’s records
- Improper conduct detrimental to the Bank’s reputation;
- Concealing breach of policies or regulations; and/or
- Illegal or criminal acts.



4. PROTECTION

The Bank will not take action that may be detrimental to (e.g dismissal, disciplinary action, threats or other unfavourable punishment) the whistleblower or any person related to or associated with the whistleblower in retaliation for refusing to take part in bribery/corruption, or because of reporting genuine concerns under this Policy in good faith.

However, the Bank shall reserves its rights to take appropriate action against the whistleblower if based on the investigation, the Bank is of the opinion that the whistleblower had knowingly made a false, frivolous or malicious disclosure that was not done in good faith.

5. IDENTITY PROTECTION & CONFIDENTIALITY

The identity of the whistleblower will be kept confidential, unless so required under the provisions of the law. All information disclosed during the course of investigation will remain confidential unless so required under the provisions of the law and shall be disclosed on a need-to-know basis with authorisation by the Top Management.

6. ANONYMOUS & NON-ANONYMOUS

All tip-off whether anonymous or non-anonymous will be looked into and investigated, provided that sufficient facts and some form of evidence are furnished or can be produced to enable a follow-up on the information and to complete the investigation.

In order to qualify as a registered or formal whistleblowing report, the disclosure must include the following requirements:-

- i. A legitimate name (for non-anonymous disclosure) and at least another legitimate correspondent details (for anonymous and non-anonymous disclosure) such as telephone number or corresponding address (email/home address/office address);
- ii. Description of the improper conduct and the party/parties who are involved;
- iii. Focus on the issues and avoid speculation or any prejudicial allegations;
- iv. Factual observations/background on the incident/action, including corresponding dates and location;
- v. How the improper/unethical conduct was detected;
- vi. Particulars or provision of documentary evidence and witnesses (if applicable)

7. REPORTING PROCEDURE

The whistleblower can make the disclosure to any of the persons listed below, via post:-

1. Managing Director/Chief Executive Officer
2. Chairman of Audit Examination Committee
3. Members of Audit Examination Committee

The report should be securely sealed in an envelope marked “Strictly Confidential” and addressed to:-

Managing Director/Chief Executive Officer or Chairman of Audit Examination Committee
or Members of Audit Examination Committee
10th Floor, SDB Tower,
Wisma Tun Fuad Stephens,
KM2.4 Jalan Tuaran
P.O. Box 12172, 88824 Kota Kinabalu, Sabah

A standard form as appended herewith can be downloaded from SDB’s website and used for purpose of disclosure.

8. INVESTIGATION

The investigation shall be carried out by the Internal Audit Division or other designated independent Division/Unit/panel as directed by the Managing Director/Chief Executive Officer or the Audit Examination Committee. All investigations once completed shall be tabled to the Audit Examination Committee for their review. The whistleblower who have furnished their identity shall be informed of the outcome of the investigation.



Sabah Development Bank Bhd
Whistleblowing Form

Name:				
Phone No:		NRIC:		Email:
Nature of disclosure/report:				
Person (s) involved:				
Date and Time of Incident:		Location of Incident:		
How was incident/improper conduct detected:				
Details of incident/allegation:				
Brief description of available evidence:				
Witness/Witnesses: (If applicable)		Concern and/or potential impact of Allegation		
Declaration: I hereby declare that the information provided herein is true to the best of my knowledge and belief and I have made this disclosure voluntarily. I understand that SDB will use the information provided for the investigation process. Name: Date:				