



The Institute of
Internal Auditors
Malaysia



2023/WEB07

WHISTLEBLOWING AND WORKPLACE INVESTIGATIONS: ESTABLISHING AN EFFECTIVE WHISTLEBLOWING MANAGEMENT FRAMEWORK AND CONDUCTING WORKPLACE INVESTIGATIONS

OVERVIEW

Bursa Malaysia's Main Market Listing Requirements requires a Listed Issuer (PLC) to establish and maintain policies and procedures on whistleblowing which should be published on its website. The whistleblowing policies and procedures should be periodically reviewed to assess their effectiveness. The Guidelines on Adequate Procedures (GAP) issued pursuant to Section 17(A) of the Malaysian Anti-Corruption Commission Act 2009 similarly requires that commercial organisations establish a confidential and trusted whistleblowing channel, complemented by a secure whistleblowing management system to maintain confidentiality of the whistleblower's identity and information reported. Whistleblowing channels are often used to raise concerns or make disclosures (whistleblowing) or to seek advice on the anti-corruption compliance program. When whistleblowers raise concerns on unethical conduct in the organisation, workplace investigations should be carried out in a structured manner to verify and validate the allegations and report on the outcome. This program will provide participants with knowledge on the practicalities of establishing an effective whistleblowing management framework and conducting workplace investigations.

LEARNING OUTCOMES

The program seeks to help participants to:

- Understand the regulatory requirements on whistleblowing and whistleblower protection in the information age
- Determine the concerns classified as whistleblowing in line with company policy
- Understand the practicalities of establishing a whistleblowing management framework
- Determine the methodology of conducting effective workplace investigations and reporting the outcome

METHODOLOGY

- Highly interactive session with trainer/speaker led facilitation
- Online presentation and group discussion
- Practical worked examples and sample case studies
- Quick polls and surveys
- Live Q&As



TOPICS

SESSION 1

- Regulatory requirements on whistleblowing and whistleblower protection – Bursa Malaysia Listing Requirements, Section 17A MACC Act 2009 and the Guidelines on Adequate Procedures on Section 17A MACC Act 2009, Whistleblower Protection Act 2010
- Establishing an effective whistleblowing management framework, managing conflicts and confidentiality
- Whistleblowing Policy, whistleblowing channel and advice hotline: important factors, best practices and pitfalls to avoid

SESSION 2

- Establishing the workplace investigation framework
- Assessing the risks, planning and conducting the workplace investigation
- Reporting the results, closing the case and implementing lessons learned

ABOUT THE TRAINER

REINUSHINI CHANDRASEGARAM FCCA, CIA, MBA(UK), CMIIA, CAMCO

Reinushini Chandrasegaram FCCA, CIA, MBA (UK), CMIIA is Principal Consultant at RC Compliance Consultancy, a boutique compliance consultancy firm with core expertise in business integrity and anti-corruption compliance consulting on Adequate Procedures of Corporate Liability provision (Section 17A MACC (Amendment) Act 2018), corruption risk assessment, compliance program creation and evaluation and ISO37001:2016 Anti-Bribery Management System. She has worked with numerous well-established companies to develop and implement anti-corruption compliance programs, corruption risk assessment, policies and procedures that meet the stringent regulatory requirements of Section 17A.

She has over 20 years' of professional experience in business integrity and anti-corruption compliance, bribery and corruption risk assessment and management, compliance and ethics training, internal auditing, internal whistleblowing investigations, corporate governance, international sanctions, human rights and 3rd party due diligence.

Reinushini speaks professionally at national and international forums and conferences and conducts training for Directors, C-suite and Senior Management of commercial organisations. She conducted in-house ethics, business integrity, compliance, risk and internal audit professional reviews and training in MNC and international companies in Europe, Africa and Asia Pacific. She has written on anti- corruption compliance best practices and internal audit in professional journals, national newspaper and internal global company arena.

ADMINISTRATIVE DETAILS

TARGET AUDIENCE	LEVEL II-IV
MEMBER'S FEE	RM750.00 <i>All Fees will be subject to 6% SST</i>
NON-MEMBER'S FEE	RM950.00 <i>All Fees will be subject to 6% SST</i>
DATE	1 March 2023
TIME	8:30 am – 1:00 pm
DELIVERY MODE	Virtual Platform
PROGRAMME CODE	2023/WEB07
TRAINER	Reinushini Chandrasegaram FCCA, CIA, MBA(UK), CMIIA, CAMCO
CPD POINTS	5

She is a Chartered Certified Accountant and FCCA (Fellow of the Association of Chartered Certified Accountants), a Certified Internal Auditor (CIA), holds an MBA from the University of Leicester, UK and an Advanced Diploma in Accounting and Business from ACCA. She is a HRDF certified trainer and ISO 37001:2016 Anti-Bribery Management System. Reinushini is a member of the Association of Chartered Certified Accountants (ACCA), Malaysian Alliance of Corporate Directors (MACD) and Institute of Internal Auditors.

Are you claiming under HRDC SBL Khas? Yes No

COURSE DETAILS

Whistleblowing and Workplace Investigations: Establishing An Effective Whistleblowing Management Framework and Conducting Workplace Investigations

Course Title _____

Course Code 2023/WEB07 Course Date(s) 1 March 2023

DELEGATE 1

Full Name (as per IC) _____

Designation _____

NRIC _____ Gender Male Female Race _____

Mobile No. _____ Email Address _____

Member Non-Member Membership No. (only applicable for members) _____

Dietery Preferences Vegetarian Non-Vegetarian

DELEGATE 2

Full Name (as per IC) _____

Designation _____

NRIC _____ Gender Male Female Race _____

Mobile No. _____ Email Address _____

Member Non-Member Membership No. (only applicable for members) _____

Dietery Preferences Vegetarian Non-Vegetarian

If you are sending more than 2 delegates, kindly send the delegates details in an Excel File format.

CORPORATE DETAILS (only applicable for corporations)

Corporate Member Corporate Membership No: _____

Corporate Non-Member

CONTACT DETAILS

Organisation Name _____

Mailing Address _____

Contact Person _____ Designation _____

Telephone _____

Fax _____ Email Address _____

BILLING DETAILS

please tick if billing details are the same as contact details.

Contact Person _____ Designation _____

Billing Address _____

Telephone _____ Fax _____

Email Address _____

For non-member, would you like to be contacted to know more about IIA Membership programme? Yes No

ENQUIRY & REGISTRATION

1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450, Kuala Lumpur, Malaysia
 Tel: +603 2181 8008 ext 210/211/212/213 Fax: +603 2181 1717 Email: training@iiam.com.my Website: www.iiam.com.my

Follow and like us on  - IIA Malaysia  - IIA Malaysia  - IIA Malaysia  - IIA Malaysia



PAYMENT DETAILS

Payment Details	Member Rate (per person) for KL-code related courses	Non-Member (per person)	6% SST	Total with SST
Fee (per pax) RM				
No. of pax				
Subtotal				

All registrations **MUST** be accompanied with full payment. Upon receipt of your registration, you are deemed to have read and understood the registration procedures and accepted the terms and conditions contained therein. (Please tick (✓) the chosen method)

Enclosed is a cheque/bank draft no. _____ for the sum of RM _____ payable to **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

 LOCAL PAYMENTS BY CHEQUE / INTERBANK GIRO

All payments should be crossed and made payable to **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

Bank Details: United Overseas Bank (M) Bhd. USJ Taipan Branch, No.7, Jalan USJ 10-1, USJ Taipan Triangle, 47620 UEP Subang Jaya, Selangor
Account No.: 165-301-514-9 Bank Swift Code: UOVBMYKL

 OVERSEAS PAYMENTS BY WIRE TRANSFER (USD only)

Beneficiary: **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

Address: 1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450 Kuala Lumpur, Malaysia

Beneficiary's Bank: STANDARD CHARTERED BANK MALAYSIA BERHAD

Beneficiary's Bank Address: Level 18, Menara Standard Chartered, No.30 Jalan Sultan Ismail, 50250 Kuala Lumpur

Account No.: 312-170-024-235 Bank Swift Code: SCBLM-YK-XXXX

All wire transfer payments should include USD\$30.00 (overseas) and RM25.00 (local) for wire transfer processing fee. For GIRO, please include RM1.00 as bank charges. (Please fax the bank-in slip to +603 2181 1717 or email to training@iam.com.my)

 CREDIT CARD

I hereby authorise **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA** to charge to my credit card. to the value of

RM _____ Card Type: VISA MASTER

Card Number:

Expiry Date: _____ Cardholder's Name _____

I understand that any amount drawn from my credit card will first be cleared with the credit card authorisation facility.

Signature (As per credit card) _____ Date _____

TERMS & CONDITIONS**FEE**

- Fee is payable to "THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA". Please state your name, payment advice number, phone number and Workshop Code number at the back of the cheque/ bank-in slip. Admittance will only be permitted upon receipt of full payment
- The fee covers a copy of course material* and Certificate of Attendance.
- Full payment is to be made before the date of the course. Fee is subject to 6% SST.
- Walk-in delegates will only be allowed if full payment is made, subject to the availability of the seat.

HUMAN RESOURCE DEVELOPMENT CORPORATION (HRDC) SBL KHAS CLAIM(S) [APPLICABLE TO HRDC SBL KHAS CLAIMABLE COURSE(S) ONLY]

- Claimants are fully responsible:
 - To provide IIA Malaysia with the HRDC grant approval notification (letter or email) minimum 7 working days before the commencement of the course(s).
 - To provide IIA Malaysia with Letter of Undertaking (LOU) for full settlement of the course fees if grant approval notification is received from HRDC prior to the commencement of the course(s).
 - To adhere to all terms and conditions set by HRDC (i.e., full attendance of the courses).
 - For timely completion and submission of all required HRDC documents as per their requirement.
 - To follow up and respond to any queries from HRDC and attain the approval of grant claim(s) within 60 days from the completion of the course(s). If no grant claim approval is attained within 60 days, claimants are responsible to arrange for an immediate full settlement of the course fees(s). Should a late approval is attained post the full settlement, IIA Malaysia will arrange for the reimbursement accordingly based on the approved grant claim.

CANCELLATION

- Upon registering, participant(s) are considered successfully enrolled in the course. Should participant(s) decide to cancel/transfer their registration, a cancellation/transfer policy shall be applied as follows.
 - Written cancellations should be received by 14 working days before the workshop date to get the refund.
 - Written cancellations should be received by 7 working days before the workshop date to get a partial refund after deduction of 50% administrative charge. Unpaid registrations will also be liable for 50% administrative charge.
 - Written cancellations/no-show on the day of the workshop.
 - No refund will be entertained.
 - Unpaid registrations will also be liable to full payment of the registrations fee. Partial cancellation is not allowed.
 - You can substitute an alternate delegate(s) if you wish to avoid cancellation charges. Any differences in fees will be charged accordingly.

RESERVATION

- The Institute reserves the right to make changes to the venue, date, topic, speaker including cancellation if warranted by circumstances beyond its control.
- The Institute reserves the right to utilize any recordings or photographs taken during the delivery of the course(s) for marketing and advertising purposes.
- The Institute is not responsible for the action, advise or representations of the trainer / speaker.
- Registration will be on first-come, first-serve basis.
- Certificates of Attendance will be issued an "E-certificate" via email. For this purpose, it is **COMPULSORY** to fill in the email address clearly. Certificate will only be given to participant who attended the session in full.
- Upon signing this form, you have deemed to have read and understand the registration term and condition and therefore have accepted the terms contained herein.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709). The Institute of Internal Auditors Malaysia (IIA Malaysia) hereby inform you that your personal data will be processed, retained and used by IIA Malaysia in relation to this Workshop. Your personal data may also be retained and used by IIA Malaysia to market and promote other training programmes conducted by IIA Malaysia.

DISCLAIMER

The Institute of Internal Auditors Malaysia (IIA Malaysia) reserves the right to change the speaker(s), date(s) or to cancel workshop(s) should circumstances beyond its control arise. IIA Malaysia also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. IIA Malaysia is not responsible for any incidental cost of participants (i.e. return flights, accommodation and etc) due to changes or cancellation of course(s). Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.

* Subject to approval of the proprietor.

ENQUIRY & REGISTRATION

1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450, Kuala Lumpur, Malaysia
Tel: +603 2181 8008 ext 210/211/213 Fax: +603 2181 1717 Email: training@iam.com.my Website: www.iam.com.my

Follow and like us on  - IIA Malaysia  - IIA Malaysia  - IIA Malaysia  - IIA Malaysia

