



- A. RI informs Audit Committee Chairman / Chief Executive Officer on irregularities (fraud, corruption, abuse etc.) either through written letter, email or in prescribed form per Appendix 1.
- B. Logs complaint and commences investigation to gather information and establish case.
- C. As the case warrants to inform HR Department for further action e.g. DI, disciplinary action or if serious enough, police report.
- D. To submit report to Audit Committee on quarterly basis on updates and outcome of case.