

## **UNIVERSITI MALAYA WHISTLEBLOWER POLICY**

### **1. POLICY STATEMENT**

1. The University of Malaya (UM) is committed to establishing efficient, disciplined, and highly integrative governance at all levels of the University in line with the trust and authority entrusted by the public.
2. In line with this commitment and to sustain a culture of integrity, UM is open to any party submitting complaints or information regarding any misconduct or improper behaviour occurring at UM.
3. UM is also committed to protecting those who come forward to provide information so that they are safeguarded from retaliation for providing such information.

### **2. INTERPRETATION**

1. "Whistleblower" means any party that discloses or provides information about misconduct or improper behaviour to UM.
2. "Improper Behavior" means any conduct which, if proven, can constitute a disciplinary or criminal offense, including but not limited to abuse of power, illegal acts, injustice, procedural violations, unethical behaviour, conflicts of interest, and concealing or attempting to conceal facts/information.
3. "Confidential information" includes:
  - a. Information about the identity, employment, home address, work address, or whereabouts of a Whistleblower or the person being complained about;
  - b. Information disclosed by a Whistleblower; and
  - c. Information which, if disclosed, can cause harm to any person.

### **3. PROCEDURE FOR PROVIDING/DISCLOSING INFORMATION**

1. Any party who has reasonable grounds to believe that:
  - a. there has been an ethical violation related to misconduct or improper behaviour performed by UM staff or students; or
  - b. there has been an ethical violation related to misconduct or improper behaviour concerning UM,

can make a formal written complaint through the following mediums:

- i. fill in the Complaint Form ([Google Form](#)) available on the UM website;
- ii. email the official Integrity Unit email ([integrity@um.edu.my](mailto:integrity@um.edu.my)); or
- iii. the complaint management system used at the University of Malaya,

and must submit as much information and evidence as possible to ensure that the matter can be investigated properly and fairly.

2. Any complaint received will be investigated according to the investigation procedures shown in Appendix B1 and based on the principle of presumption of innocence. Investigations will be conducted confidentially and adhering to the principles of confidentiality and sensitivity among all parties involved.
3. To enable complaints or information submitted to be taken more seriously, Whistleblowers are encouraged to provide personal information (specifically name, phone number, and email). The effectiveness of the investigation into a complaint may be limited when the Whistleblower chooses not to disclose or be identified.

### **4. PROTECTION FOR PROVIDING/DISCLOSING INFORMATION**

1. Whistleblowers and the Whistleblower's confidential information will be kept confidential and protected as follows:
  - a. Protection of confidential information:
    - i. Any party receiving or obtaining the disclosure of confidential information during the investigation process must not disclose such confidential information or any part thereof to any party not related to the investigation;
    - ii. If any document containing information or evidence in any investigation describes or may lead to the Whistleblower's identity being known, the investigator must cause such excerpts to be hidden from view or redacted as necessary to protect the Whistleblower's identity.
  - b. The Whistleblower (provided the Whistleblower is a UM staff or student) will be protected from any retaliation, discrimination, or any harmful actions such as but not limited to dismissal, termination of service, suspension of promotion, blacklisting, denial of overtime rights, disciplinary action, failure to re-employ, and assignment of tasks that affect promotion prospects and/or salary reduction and/or performance evaluation. Regardless of the protection provided to the Whistleblower as stated in this policy, UM does not promise the same protection to any party outside UM's jurisdiction.
2. The protection given to the Whistleblower as in paragraph 4(1) is considered void if UM believes or finds that:
  - a. The Whistleblower was involved or conspired in the improper behavior disclosed;
  - b. The Whistleblower knowingly made a material statement in the disclosure that he knows or believes is false;
  - c. The disclosure made by the Whistleblower is trivial or vexatious;
  - d. The disclosure made by the Whistleblower questions the merit of any UM policy; or

- e. The disclosure made by the Whistleblower is made solely or largely with the motive to avoid disciplinary action.

## **5. ACTION AGAINST FALSE DISCLOSURES**

UM may take disciplinary or other appropriate actions against the Whistleblower if it is found that the Whistleblower knowingly made a material statement that they know or believe is false or trivial or with malicious intent against any party.

## **6. COMPLAINTS NOT RELATED TO MISCONDUCT OR IMPROPER BEHAVIOR**

Any complaints not related to misconduct or improper behaviour such as but not limited to complaints about personal conflicts, grievances regarding administrative decisions, grievances regarding terms and conditions of service, workplace stress not involving public interest, issues related to occupational safety and health, or aspects related to employment relationships shall be handled according to existing procedures and policies relevant to the matter complained about.

## **7. EFFECTIVE DATE**

1. This policy is effective from December 13, 2019; and
2. Whistleblowers who have provided or disclosed information before or on the effective date are considered to have provided information under this policy.