



BPM 16.1/F/001/18:1

COMPLAINT OF IMPROPER CONDUCT

A PARTICULARS OF WHISTLEBLOWER

Please note that a complaint made anonymous may not be processed or investigated.

“Improper Conduct” means any unethical behaviour, malpractice, illegal act or any other wrongful or improper conduct within GFM Services Berhad and its subsidiary, which if proven, constitutes a disciplinary offence or a criminal offence.

1	Name		
2	NRIC No.		
3.	Employee No. (if applicable)		
4.	Position (if applicable)		
5.	Department (if applicable)		
6.	Correspondence Address		
7.	Telephone No.	H/P:	Office:
8.	Email Address (if any)		

B PARTICULARS OF THE COMPLAINT

1.	Name of the person(s) complained of committing the Improper Conduct				
	Position (if known)				
	Department (if known)				
	Relationship between Whistleblower and the person complained of committing the Improper Conduct				
2.	Are you personally affected by the Improper Conduct?	YES		NO	
		If NO, please state the particulars of person(s) affected by the Improper Conduct			
		Name of the person affected by the Improper Conduct (if known)			
		Position (if applicable)			
		Department (if applicable)			
		Relationship between Whistleblower and the person(s) affected by the Improper Conduct			
3.	Particulars of Improper Conduct	Date:			
		Time:			
		Place:			
		Particulars:			
4.	Have you previously made a Complaint of the Improper Conduct to any internal or external party or the authorities?	YES		NO	
		If YES, please provide the following particulars			
		Complaint/File Reference No. (if known)			
		Name of party or authority receiving the Complaint			



		Position (if applicable)	
		Department (if applicable)	
		Date the Complaint was made	
		Status of the Complaint	

C DECLARATION

1. I hereby declare that all the information provided in this Form is true and accurate.
2. I fully understand that by signing this Form, I will be entitled to whistleblower protection from the GFM Services Berhad as set out in the GFM Services Berhad Whistleblower Policy.
3. I fully understand that in the event I have made this Complaint maliciously or in bad faith, the whistleblower protection contained in the GFM Services Berhad's Whistleblower Policy will no longer be applicable to me and I may be subject to disciplinary or legal proceedings by the GFM Services Berhad.

Signature:

Name:

Date:

Note:

- (a) Please attach supporting documents, if any.
- (b) If the spaces provided in this Form are not sufficient, please use a separate blank sheet.
- (c) Please submit the completed Form in a SEALED envelope and marked "PRIVATE AND CONFIDENTIAL" on the right-hand corner of the sealed envelope.
- (d) Please address the envelope to the following addresses:

Chief Transformation Officer,
 GFM Services Berhad
 257A, 1st Floor, Jalan Bandar 12,
 Taman Melawati, 53100
 Kuala Lumpur

- (e) The completed form may also be email to ethics.hotline@gfmservices.com.my.

For Secretariat's Use	
File Reference No.	
Received by	
Date	