

APPENDIX 1

PLEASE COMPLETE THE DETAILS BELOW:

ARE YOU AN EMPLOYEE OF NSUG GROUP?	YES		NO	
IF SO, PLEASE COMPLETE THE FOLLOWING:				
NAME:				
EMAIL:				
DIVISION/SECTION/UNIT/BRANCH:				
WHAT IS THE BEST TIME TO COMMUNICATE WITH YOU?				
WHAT IS THE NATURE OF THIS INCIDENT OR ISSUE YOU WOULD LIKE TO HIGHLIGHT	MONETARY			
	HARASSMENT			
	SAFETY			
	OTHERS (PLEASE SPECIFY)			
WHAT IS THIS INCIDENT/ISSUE ABOUT? (PLEASE DESCRIBE BRIEFLY)				
WHERE DID IT OCCUR?				
WHEN DID IT OCCUR?				
WHY DO YOU THINK IT OCCUR?				
HOW DID IT OCCUR?				
PLEASE IDENTIFY THE PERSON(S) THAT ENGAGED IN THE UNETHICAL OR ILLEGAL INCIDENT/BEHAVIOUR:				
NAME:				
POSITION:				
DIVISION/SECTION/UNIT/BRANCH:				
NAME:				
POSITION:				
DIVISION/SECTION/UNIT/BRANCH:				
IF MONEY IS INVOLVED, CAN YOU ESTIMATE THE AMOUNT OF MONEY INVOLVED?	YES		NO	

LESS THAN RM100				
BETWEEN RM100 TO RM1,000				
BETWEEN RM1,000 TO RM10,000				
BETWEEN RM10,000 TO RM100,000				
MORE THAN RM100,000				
HOW DID YOU BECOME AWARE OF THIS INCIDENT?				
DO YOU SUSPECT OTHERS IS INVOLVED?	YES		NO	
DO YOU SUSPECT MANAGEMENT IS INVOLVED?	YES		NO	
HAVE YOU NOTIFIED YOUR SUPERVISOR/MANAGEMENT?	YES		NO	
CAN YOU IDENTIFY OTHER WITNESSES?	YES		NO	
IF YES, PLEASE PROVIDE DETAILS:				
NAME OF WITNESS:				
POSITION:				
DIVISION/SECTION/UNIT/BRANCH:				
PHONE NO.:				
HAVE YOU DISCUSS THIS INCIDENT WITH ANYONE ELSE?	YES		NO	
IF YES, PLEASE PROVIDE DETAILS:				
NAME:				
POSITION:				
DIVISION/SECTION/UNIT/BRANCH:				
PHONE NO.:				

THIS SECTION IS OPTIONAL:

REPORTED BY:

NAME: _____

NRIC NO.: _____

DATE: _____

WITNESS BY (IF ANY):

NAME: _____

NRIC NO.: _____

DATE: _____