1. Policy Statement

UTAR is committed to upholding the highest standards of integrity, ethics and lawful conduct in all its operations. In line with this commitment and the University's dedication to good governance, this Policy establishes a formal mechanism for individuals to disclose, in good faith, any suspected or actual wrongful activities within or involving the University, in accordance with applicable laws and regulations.

2. Objective

The objective of this Policy is to provide a safe and confidential avenue for any individual, within or outside UTAR, to raise and report in good faith any concerns regarding ongoing or suspected wrongful activities.

For the purpose of this Policy, wrongful activities include any acts that violate or may violate laws, regulations, rules, ethical standards or University policies, as well as any form of malpractice, embezzlement, corruption, fraud, abuse of authority or other illegal, immoral or unethical conduct that may adversely affect the University's operations, reputation or integrity.

3. Scope

This Policy applies to all UTAR employees as well as any external parties who have a working or contractual relationship with the University, including consultants, vendors, independent contractors, external agencies or service providers.

This Policy does not apply to grievances concerning an individual's terms of employment and such matters shall be dealt with in accordance with UTAR's Human Resource guidelines, procedures and policies.

No employee shall misuse his/her position to obstruct, influence or prevent others from exercising their rights or fulfilling their obligations under this Policy.

4. Channel of Reporting

Any disclosure or report made in good faith under this Policy shall be submitted to the relevant Immediate Superior, Director, Dean or Vice President. The receiving authority shall determine the appropriate investigation and follow-up action in consultation with the President of UTAR. In the event that the disclosure involves the President, the report shall be directed to the Chairman of UTAR Council.

A reporting individual who makes a disclosure in good faith shall be protected from any form of retaliation, victimization, harassment or other adverse treatment. Any person who retaliates against such an individual shall be subject to disciplinary action in accordance with the University's procedures and applicable laws.

5. Appropriate Action

Any disclosure made in good faith under this Policy shall be duly considered and investigated in a fair and impartial manner.

All investigations shall be conducted fairly and without prejudice and all records, reports and related information shall be treated as strictly confidential.

6. False or Malicious Allegations

Any person who knowingly makes a false or malicious report may be subject to disciplinary action in accordance with University procedures.

7. Policy Review

This Policy shall be reviewed at least once every three (3) years, or as required, to ensure continued alignment with applicable laws and the University's governance requirements.