



A. RI informs IA on irregularities (fraud, corruption etc.) either through written letter, email and/or prescribed form.

B. IA logs complaints and IAD commences preliminary investigation to gather information and establish case.

C. IA will then present his findings to the WBC to determine if further action is to be taken on the case. If any of the suspects are members of the WBC, the members shall be excused from attending any presentation by the IAD to the WBC.

D. If the case warrants HR Department to take further action e.g. DI, disciplinary action or if serious enough, police report.

E. IA to submit report to Audit Committee on quarterly basis on updates and outcome of the case.