

Treasurer/Chair of the Finance Committee/Audit Committee on compliance activity relating to accounting or alleged financial improprieties.

**Accounting and Auditing Matters:** CSADI's Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

**Acting in Good Faith:** Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality:** Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations:** CSADI's Management will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Name/Sign:**

*Ahmad Zaini Ahmad Suberman MFK*

**Title:**

*Executive Director*

**Contact information:**

Policy approved by the Board of Directors on December 2019.



## CSADI BLOWER



## WHISTLE POLICY

This whistleblower policy encourages Management, board members, staff and volunteers to come forward with credible information on illegal practices or violations of adopted policies of CSADI, it specifies that the organization will protect the individual from retaliation, and identifies the right persons and channel of reporting.

CSADI requires directors, officers and employees to observe high standards of work and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of CSADI, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Reporting Responsibility:** This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that CSADI can address and correct inappropriate conduct and actions. It is the responsibility of all board members, employees and volunteers to report concerns about violations of CSADI's code of ethics or suspected violations of law or regulations that govern CSADI's operations.

**No Retaliation:** It is contrary to the values of CSADI for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of CSADI. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

**Reporting Procedure:** CSADI has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their Program Manager or Supervisor. If you are not comfortable speaking with your Program Manager/Supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director, or a board member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to CSADI's Executive Director or any board member, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor/manager or the Executive Director.

**Compliance Officer:** CSADI's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and or the Board of Directors of all complaints and their resolution and will report at least annually to the

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**Name/Sign:**

*Ahmad Zuhair Ahmad Sulaiman MFLJP*

**Title:**

*Executive Director*

**Contact information:**

Policy approved by the Board of Directors on December 2019.