

HOW TO SET UP AN EFFECTIVE WHISTBLOWING SYSTEM

COURSE INTRODUCTION

This course examines the importance of a whistleblowing management system as vital and integral part of risk management and mitigation in companies and corporations. An effective whistleblowing management system will enable an organisation to deal with issues before they become public or lead to statutory or regulatory sanctions.

HOW TO SET UP AN EFFECTIVE WHISTBLOWING SYSTEM

COURSE OBJECTIVES

The course has three major objectives. The first is to demonstrate the importance of whistleblowing as an essential component in managing risk. The second is to provide a roadmap to enable companies and corporations develop their own whistleblowing management systems. The third objective is to provide participants pointers in how to maintain and optimise whistleblowing so that it becomes an effective management tool.

COURSE CONTENTS

The course will be in three parts.

In the first part, the concepts around whistleblowing and where it sits in a risk management system will be discussed. In this part legislation concerning whistleblowing and legal constraints will also be examined.

In the second part, the roadmap towards setting up a whistleblowing management system will be described. In this part, the essential components and processes involved in establishing such a system will be examined together with indicative timelines to establish the system.

In the third part, the course will focus on the tweaks that may be needed to maintain and effectively run a whistleblowing system, as well as integrating it into a comprehensive risk management system.

LEARNING OUTCOMES

By attending this programme, the participants will be able to:

- Evaluate the extent and scale of a workable whistleblowing system for their organisation.
- Identify the tools and processes needed to establish and maintain an effective whistleblowing system for their organisation.
- Learn from case studies of the experience of companies that have effectively deployed whistleblowing systems, and its impact on risk management in those companies.

WHO SHOULD ATTEND

Risk management executives, company secretaries, auditors, managers, directors, general managers, business owners and anyone who wants to learn about whistleblowing, in particular, and its role as an aspect of risk management, in general.



ABOUT THE TRAINER

Paul Subramaniam was a practising litigation lawyer for 29 years specializing in corporate and financial litigation. He then focused on the training of and knowledge management of corporate lawyers for 6 years before taking on the role of Chief Risk Officer in 2014 in ZICO Holdings Inc, a company listed on the Singapore Stock Exchange. He is a much sort after speaker and trainer have presented at international and national forums and industry-level conferences and symposiums. Some of his recent engagements include the Commonwealth Law Conference in Melbourne, Australia, the In-House Congress in Singapore and Hong Kong, the Malaysian Institute of Chartered Secretaries and Administrators' Malaysian Company Law Conference all in 2017. He is currently area of interests are psychology, corporate governance and ESG.



HOW TO SET UP AN EFFECTIVE WHISTBLOWING SYSTEM



ADMINISTRATIVE DETAILS

Date	14 March 2024
Platform	Virtual platform
Time	9.00AM – 1.00PM
Training Methodology	Lecture and case discussion
Fee	RM300.00 Standard RM250.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	4 Points

HOW TO REGISTER?

STEP
1

Strictly via online registration at <https://e-comtrac.ssm.com.my>

STEP
2

NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

EXISTING USER

- Key in **USERNAME** and **PASSWORD**
- Click on **SIGN IN**

STEP
3

- Select training
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed. Full payment shall be made at the point of registration.



HOW TO SET UP AN EFFECTIVE WHISTBLOWING SYSTEM

TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

Payment Mode

- All training programmes registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, participant is deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

Webinar Access Link

- A notification e-mail with the webinar access link will be sent at least 24 hours before the commencement of the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

Certificate of Attendance

- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
- A participant is allowed to attend **ONE** programme per day to be eligible for certificate of attendance. Request for refund will not be entertained if you have registered for more than one programme per day.
- SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

Cancellation / Absent

- No refund will be given to participant who failed to attend the programme.
- Replacing registered participant is not allowed.

Transfer

- Transfer of registration fee to another training programme is not allowed.

Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's employer needs to apply for grant at least one day before the commencement of training.

Personal Data Protection Notice

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC/SSM as a reference in future to communicate with you on our training programmes/events. In line with the Personal Data Protection Act 2010, we wish to obtain your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at comtrac@ssm.com.my.

Copyrights

The materials of the training programme are solely for participants' personal use. No part of these materials may be stored, reproduced or transmitted in any form or by any means, including photocopying, e-mailing and recording, without the written permission of the author or The Companies Commission of Malaysia (SSM). Information contained in these documents is understood to be correct at the time of writing. The assessments and views expressed in these materials shall be treated/ regarded purely for public information and discussion and it does not constitute formal advice. The views provided are for general information to provide better clarity and understanding of the subject matter. It should not be relied upon as an alternative to specific legal advice from your lawyer or other professional service provider. If you have any specific issues and/ or questions about any legal matter, you should consult your lawyer or other professional service provider. In no event shall the Companies Commission of Malaysia (SSM) be liable for any damages, whether in an action of contract, negligence or other tort, arising from the contents in these materials.

Exclusion of Liability

The speaker(s) or trainer(s) is independent and shall not represent Suruhanjaya Syarikat Malaysia, act as its agent or otherwise represent that their personal views are endorsed by Suruhanjaya Syarikat Malaysia. The assessments and views expressed during the programme are entirely the speakers'/trainers' own. SSM shall not be liable for whatever circumstances arising from any engagement between the speaker(s) or trainer(s) and the participant(s).

Disclaimer

SSM reserves the right to cancel the programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. SSM also reserves the right to make alternative arrangements without prior notice. SSM accepts no responsibility for death, illness, injury, loss or damage of any property belonging to, or financial loss by any persons attending the programme, whatever the cause. SSM shall not be responsible for any costs, damages or losses incurred by participants due to the changes and / or cancellation. SSM is not responsible for the integrity of participants' computer or device, your internet signal bandwidth, or any other consideration outside of the control of SSM.

SSM shall not be responsible for any problems or technical malfunction, including, without limitation, the acts, omissions, problems or malfunctions of any telephone network or lines, computer online systems, servers, computer equipment, software, failure of e-mail, traffic congestion on the internet or at any web or combination thereof.

All information contained in the brochure is correct and accurate at the time of publication.

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

Companies Commission of Malaysia

Level 12, Menara SSM@Sentral
No.7, Jalan Stesen Sentral
50623 Kuala Lumpur.

Tel : +603 2299 4906/ 4440/ 5308/ 4441
Email : comtrac@ssm.com.my
Website : www.ssm.com.my

