ANTI-BRIBERY AND ANIT-CORRUPTION

Duration : 1 day, Time Schedule
Time : 9.00am to 5.00pm
Break : 10.15am to 10.30am and 3.15pm to 3.30pm
Lunch : 1.00pm to 2.00pm

INTRODUCTION:

"Integrity, Transparency and The Right Against Corruption have to be part of the culture. They have to be through as fundamental values."

– Angel Gurria, OECD Secretary General –

Anti – Corruption and Anti-Bribery in the Workplace is an interactive e-module that addresses bribery and corruption in the workplace. It defines key terms and issues contained in Section 17A of the MACC Act 2019. This training exercises and scenarios to help you apply your legal, moral and professional judgement to real workplace situations. Designed to be integrated into your organisation's existing management processes and controls.

HOW WILL YOU BENEFIT:

Upon completion of this programme, the participants will be able to:

- ✓ Define terms, penalties and offences according to the anti-corruption legislation.
- ✓ Identify corruption practices in your workplace and how to avoid them.
- ✓ Discuss the legal responsibilities of your organisation with regards to corruption.
- ✓ Describe their responsibilities in complying with the company's Anti-Bribery and Anti-Corruption Policy.
- ✓ Identify the consequences of failure to comply with the company policies and procedures.

WHO SHOULD ATTEND?

Supervisors, Heads of Department, Executives, Managers, Administration Staffs, Policy makers, and everyone.

METHODOLOGY:

This course utilizes an interactive lecture approach with an emphasis on discussions which include participants sharing details of their workplace experiences. This stimulating program will maximize the understanding and learning through Lecture, Interactive Discussions, Case studies on all relevant areas Quiz and Role play to ensure participants grasp clearly issues presented.
Pre-test will be given before the class started whereas post-test will be given upon completion of course.

- Real-Time Presentation
- Interactive Lectures
- Sharing/Discussion
- Real-Live Examples
- Quiz

KEY CONTENTS:

Module 1: Introduction to Anti-Corruption and Anti-Bribery

Learning Objectives:

- Understand the concept of corruption and its impact on businesses and society.
- Gain an overview of the legal framework, including Section 17A of the MACC Act.

Key Topics:

1. Overview of Corruption in Malaysia:
    - Definition of corruption and bribery.
    - Statistics and trends in corruption cases.
2. Importance of Anti-Bribery and Anti-Corruption Measures:
    - Impact on economic growth, business reputation, and social trust.
3. Legal Framework and Regulations:
    - Overview of the Malaysian Anti-Corruption Commission (MACC) Act 2009.
    - Introduction to Section 17A (Corporate Liability) and its amendments.

Activity:

- Icebreaker: Participants share their understanding of corruption and its impact on their industry.
- Pre-test: To check on the participants' knowledge pertaining to Section 17A.

Module 2: Identifying Corruption Risks in the Workplace

Learning Objectives:

- Recognize common corruption practices across industries.
- Learn how to detect unethical behaviour and red flags.

Key Topics:

1. **Common Corruption Practices Across Industries:**
    - Fraud, kickbacks, embezzlement, procurement misconduct, and abuse of authority.
    - Industry-specific examples and case studies.
2. **Detecting Corruption and Unethical Behaviour:**
    - Identifying red flags (e.g., irregularities in financial transactions, conflicts of interest).
    - Tools and techniques for monitoring and detecting corruption.

Activity:

- Case study analysis: Participants identify red flags and propose preventive measures for a given scenario.

Module 3: Whistleblowing and Ethical Reporting Mechanisms

Learning Objectives:

- Understand the role of whistleblowing in promoting transparency.
- Learn about legal protections for whistleblowers in Malaysia.

Key Topics:

1. **Importance of Whistleblowing:**
    - How whistleblowing fosters transparency and accountability.
2. **Legal Protections for Whistleblowers:**
    - Overview of the Whistleblower Protection Act 2010.
    - Rights and safeguards for whistleblowers.
3. **Effective Reporting Channels:**
    - Internal reporting mechanisms (e.g., hotlines, compliance officers).
    - External reporting options (e.g., MACC, regulatory bodies).

Activity:

- Role-play: Participants practice reporting a corruption case using a simulated scenario.

Module 4: Corporate and Individual Responsibility – Best Practices for Compliance

Learning Objectives:

- Understand legal liabilities for organizations and employees.
- Learn how to establish and implement zero-tolerance policies.

Key Topics:

1. **Legal Liabilities of Organisations and Employees:**
    - Accountability for corrupt activities under Malaysian law.
    - Understanding the "adequate procedures" defense under Section 17A.
2. **Establishing a Zero-Tolerance Policy:**
    - Developing and communicating anti-corruption policies.
    - Implementing internal controls, due diligence, and risk assessments.

Activity:

- Group discussion: Participants draft a zero-tolerance policy framework for their organization.

Module 5: Fostering an Ethical Workplace Culture

Learning Objectives:

- Learn strategies to promote ethical behavior and accountability.
- Understand the role of leadership in building a culture of integrity.

Key Topics:

1. **Role of Leadership in Promoting Ethical Behavior:**
    - Leading by example and setting the tone from the top.
    - Empowering employees to act ethically.
2. **Employee Engagement and Training:**
    - Importance of regular training and awareness programs.
    - Encouraging transparency and accountability at all levels.
3. **Impact of Ethical Behavior:**
    - Benefits for corporate reputation, stakeholder trust, and sustainability.

Activity:

- Group exercise: Participants identify ethical dilemmas in their workplace and propose solutions.

Module 6: Implementing Anti-Bribery Policies and Procedures

Learning Objectives:

- Learn how to develop and implement anti-bribery policies.
- Understand the roles and responsibilities of employees in preventing corruption.

Key Topics:

1. **Developing Anti-Bribery Policies:**
    - Key components of an effective anti-bribery policy.
    - Communicating policies to employees and stakeholders.
2. **Roles and Responsibilities of Employees:**
    - Individual accountability in preventing bribery.
    - Reporting suspected violations.
3. **Monitoring and Updating Policies:**
    - Internal audits and reviews.
    - Continuous improvement of anti-bribery measures.

Activity:

- Workshop: Participants create an action plan for implementing anti-bribery policies in their organization.
- Post Test