



# SABAH FORESTRY DEPARTMENT

Standard Operating Procedure

## Anti-corruption

Document No.: SFD/SOP – 01

*Approved by:*

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**Chief Conservator of Forests**

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*Effective Date: 17 March 2020  
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## **1.0 BACKGROUND AND PURPOSE**

The Sabah Forestry Department (SFD) is committed to the prevention, deterrence and detection of fraud, bribery, coercion and all other acts of corruption. It is SFD's policy to conduct all of its administration and management activities with honesty, integrity and the highest possible ethical standards and not engaging in corruption.

## **2.0 LEGISLATION, SCOPE AND APPLICABILITY**

This SOP applies to all SFD personnel at all levels and other stakeholders including government agencies, clients, supplier, vendors, and contractors, consultants, tourists/visitors, researchers, NGOs and companies.

The SFD will uphold and comply with Malaysian Anti-Corruption Commission Act 2009 [Act 694] against corruption.

## **3.0 DEFINITION**

Corruption includes wrongdoing on the part of an authority or those in power through means that are illegitimate, immoral or incompatible with ethical standards. Corruption often results from patronage that is associated with bribery. It is illegal to directly or indirectly offer a bribe or receive a bribe. A bribe is an inducement, payment, reward or advantage offered, promised or provided to any person in order to gain any commercial, contractual and personal advantage.

## **4.0 PROCEDURES UPON DETECTION OF CORRUPTION PRACTICES**

Detection maybe in the form of reporting either verbally or in written manner arising from suspicions and concerns by SFD's personnel or public. Upon detection, procedural measures are carried out as explained below:

### **4.1 Internal Investigation**

All complaints received are classified as confidential and forwarded to Chief Conservator of Forests (CCF) for his discretion. The CCF will then appoint an investigating officer (I.O) for investigation purposes. (See Figure 1)

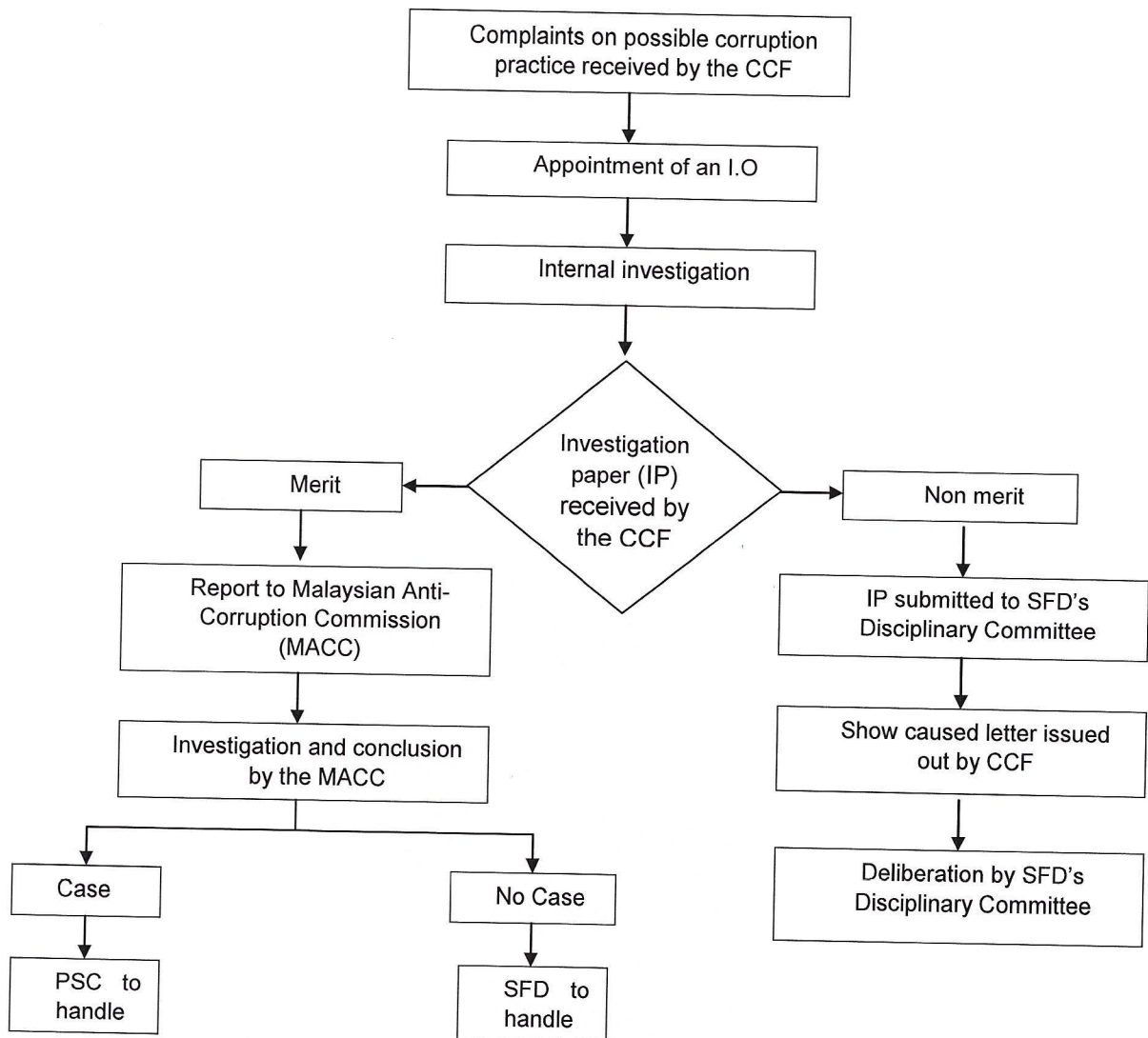
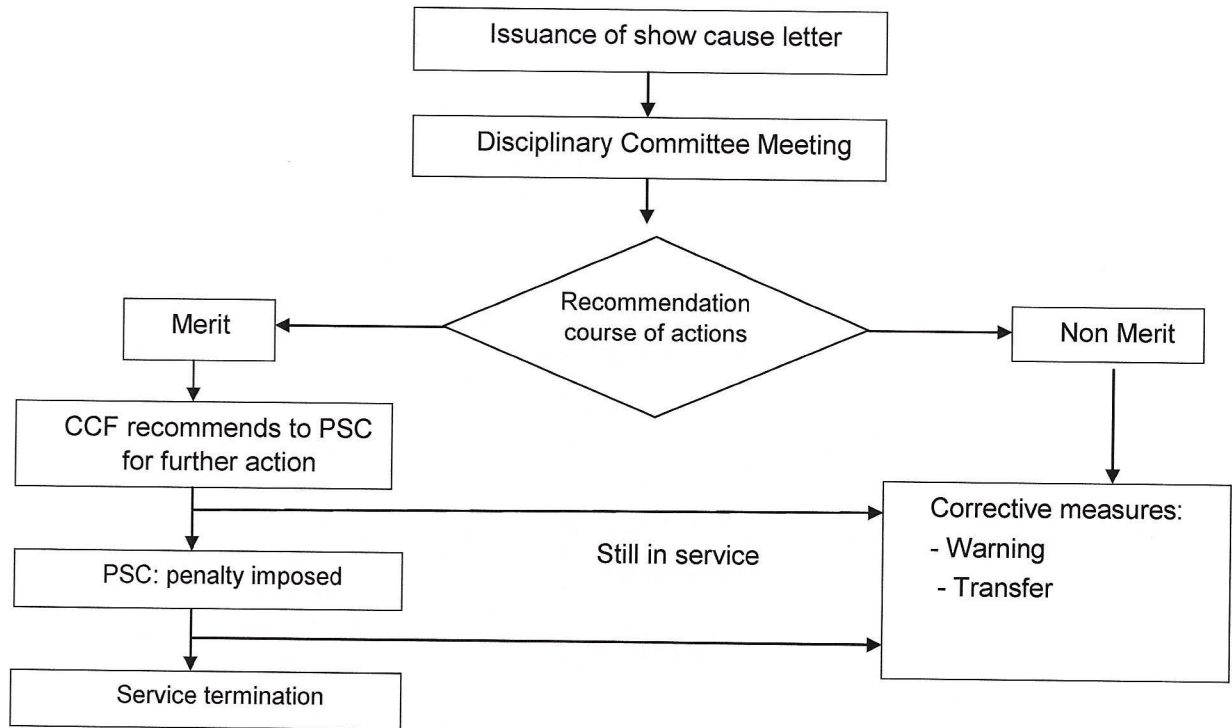


Figure 1: Flow chart of internal investigation

#### 4.2 Disciplinary Actions

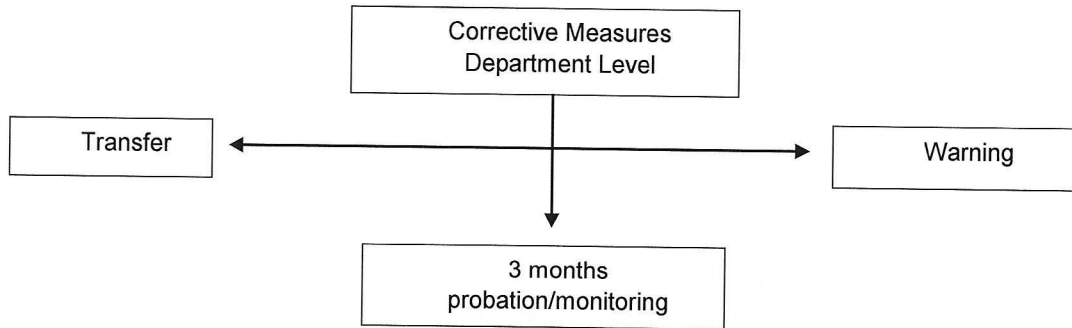
If the investigation report shows merit to the case, a show cause letter will be issued to personnel concerned. The SFD's Disciplinary committee will convene a meeting to deliberate and recommends the course of actions to the CCF. (See Figure 2)



**Figure 2: Flow chart showing disciplinary actions**

**4.3 Corrective Measures**

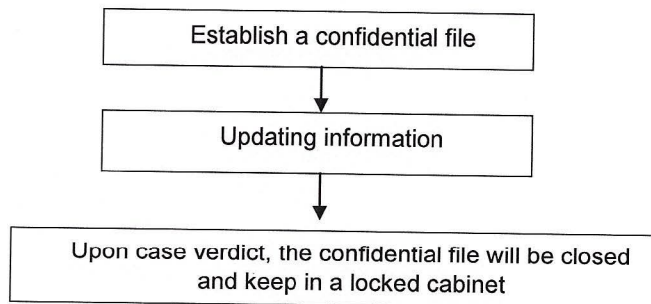
Corrective measures will be undertaken to personnel deliberated as not tantamount to termination of service. The personnel will be issued with warnings or an advice and perhaps transferred to other district/station/section in anyway deemed fit by the CCF. In anyways, the personnel will be directed to attend any motivational course and counselling and evaluated later. (See Figure 3)



**Figure 3: Flow chart showing the correction measures**

**5.0 RECORD KEEPING**

Below are the procedures (See Figure 4) to properly store records on internal investigation, disciplinary actions and corrective measures:



**Figure 4: Flow chart of the procedure for record keeping**



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### **6.0 PROTECTION**

Any complaints on suspected corrupt practices made will be kept confidential in accordance to the Whistleblower Protection Act 2010.

### **7.0 PREVENTING MEASURES**

Anti-corruption awareness programme to all SFD's personnel at all levels and other stakeholders including government agencies, clients, supplier, vendors, and contractors, consultants, tourists/visitors, researchers, NGOs and companies will be conducted as a main activities to prevent corruption in the department. This includes integrity seminar, corruption free oath and *Jawatankuasa Anti-Rasuah* (JAR) meeting as well as collaboration anti-corruption programme with MACC.