



SABAH FORESTRY DEPARTMENT

Standard Operating Procedure

Anti-corruption

Document No.: SFD/SOP – 01

Approved by:

(DATUK MASHOR MOHD. JAINI)
Chief Conservator of Forests

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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)

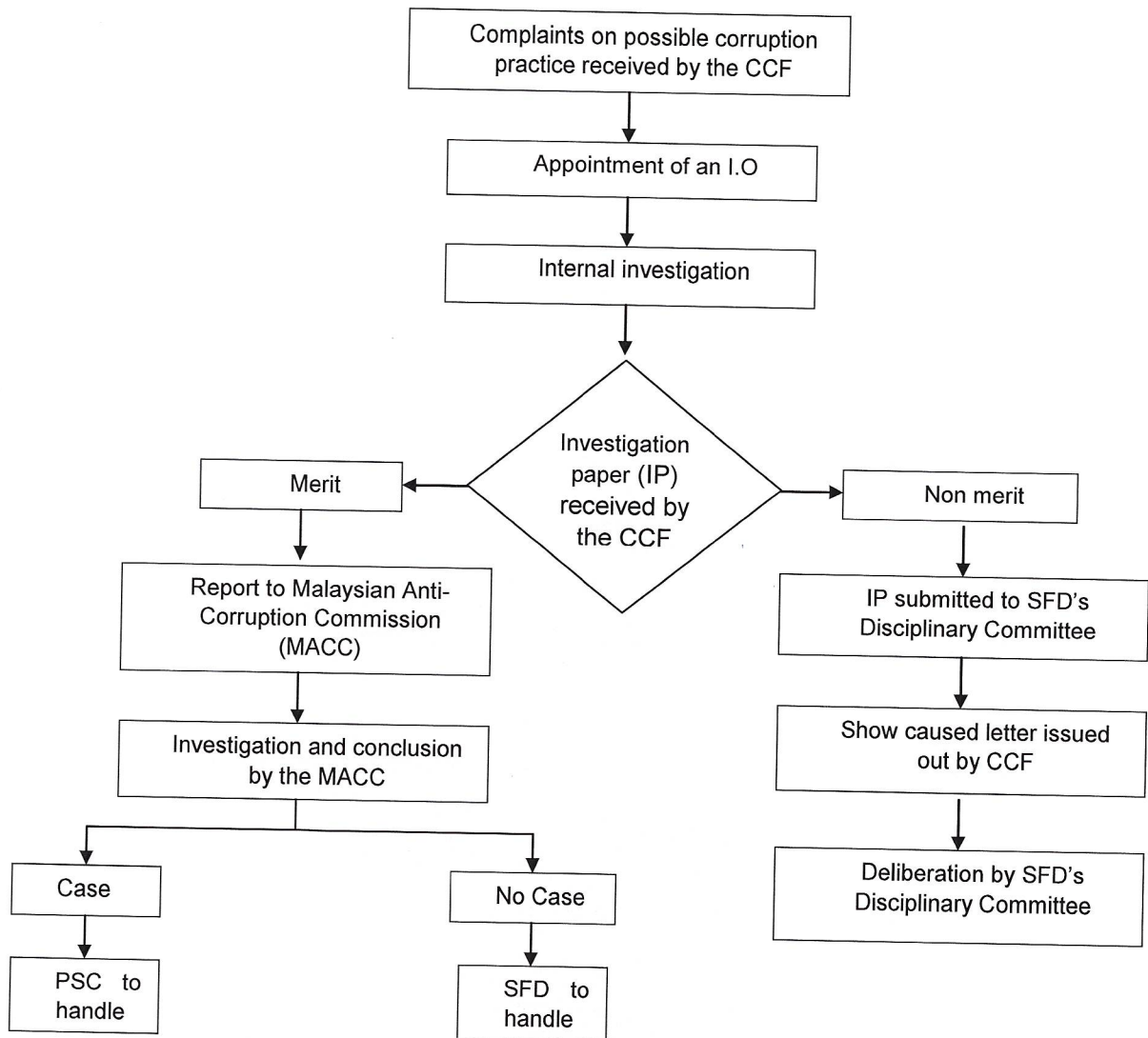


Figure 1: Flow chart of internal investigation

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)

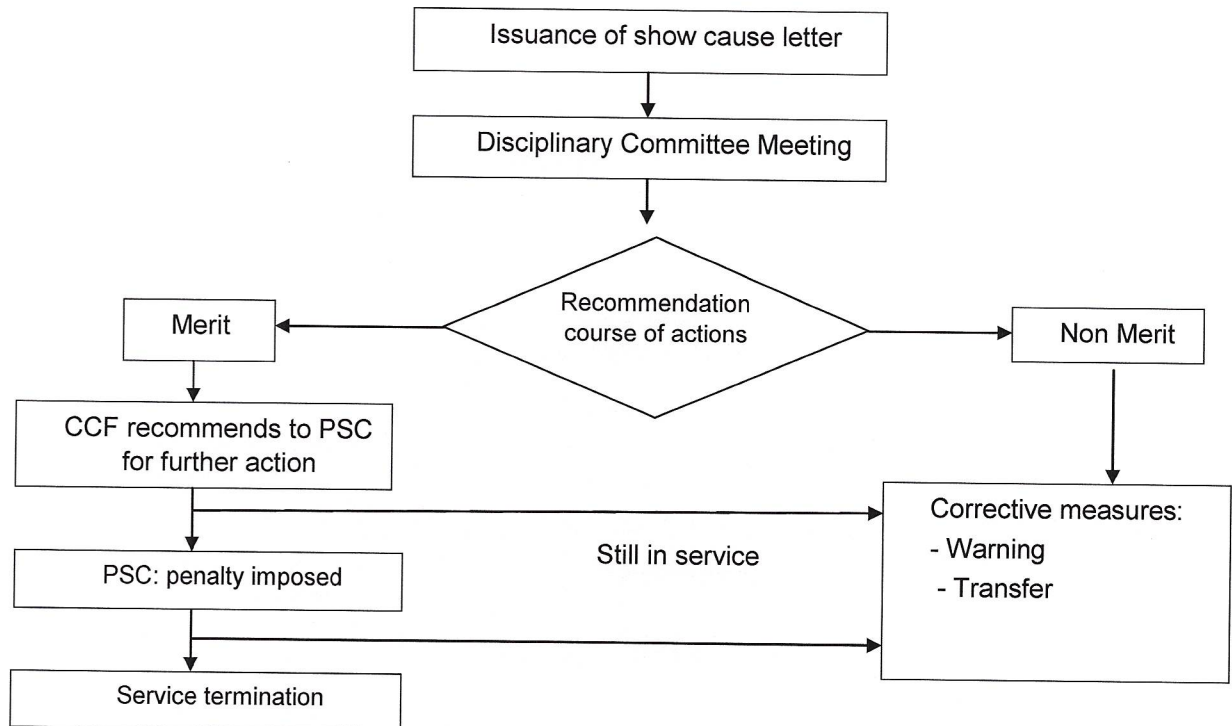


Figure 2: Flow chart showing disciplinary actions

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)

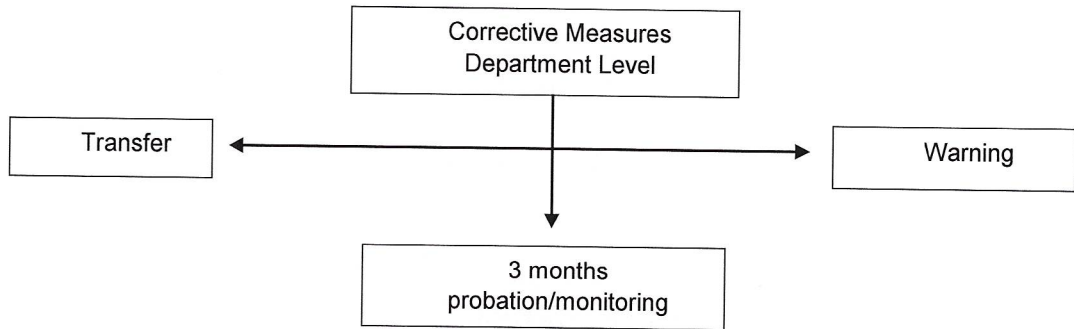


Figure 3: Flow chart showing the correction measures

5.0 RECORD KEEPING

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

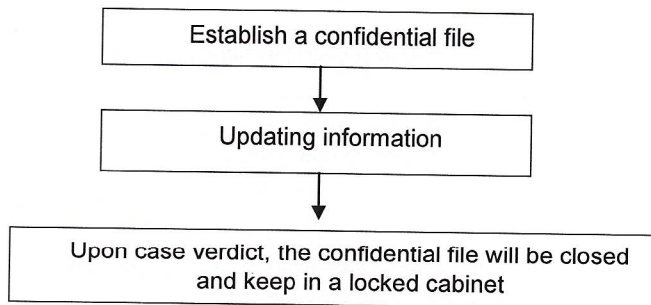


Figure 4: Flow chart of the procedure for record keeping



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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.



SABAH FORESTRY DEPARTMENT

Standard Operating Procedure

Sexual Harassment

Document No: SFD/SOP - 02

Approved By:

(DATUK MASHOR MOHD JAINI)
Chief Conservator of Forests

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LAMPIRAN

Lampran A: Borang Aduan Salah Laku Gangguan Seksual



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1.0 BACKGROUND AND OBJECTIVES

Sexual harassment is an immoral act committed by one person against another. It is one of the prohibited behaviors in accordance to *Peraturan-Peraturan Pegawai Awam Negeri Sabah 2008, Bahagian V Kelakuan dan Tata tertib, Peraturan 209*. Therefore, the purpose of this procedure is to prevent and control any form of sexual harassment in Sabah Forest Department, so as to promote harmony, respect and integrity its officers.

2.0 SCOPE

The scope of this procedure is limited to the prevention (eliminating) and control of any form of sexual harassment in Sabah Forest Department. This procedure is important to ensure that matters related to sexual harassment are handled fairly, consistently, regulated and effective.

3.0 DEFINITION

Sexual harassment is behaviour, an act, action or statement that is sexual and unwanted which can negatively impact an employee's motivation and performance. It can take many forms, whether it is a persistent and offensive sexual act, an unwanted touch or the sending of sexually suggestive material at work that creates an uncomfortable atmosphere at work such as fear, hostility, self-pity, offended or hurt.

4.0 BEHAVIOR, CONDITION OR ACTION THAT CAN LEADS TO SEXUAL HARASSMENT

Sexual harassment covers a wide range of acts from mild assault to sexual abuse or assault. Harassment can come from victim's supervisor, a supervisor in another area, a colleague, or a client. The criminal or victim may be of any gender.

4.1 Physical Harassment

Physical harassment is a form of sexual physical contact such as approaching another person too close to the person, making the person feeling uncomfortable; holding; hugging; patting; rubbing; pinching; kissing; licking or groping until the Complainant feels offended, humiliated or threatened.

4.2 Verbal Harassment

This form of harassment can be seen in the use of obscene language through conversation, story-telling, joking, making sounds, critiquing, commenting, praising or asking sexually explicit questions about appearance, dress, behavior, body or sexual activity until a person feels offended, insulted or threatened.



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4.3 Non-Verbal Harassment

This form of harassment is exhibited through the attitude or behavior of the Public Officers who express or describe sexual desires, such as ogling, flirting, staring, peeking, licking or using other sign language

4.4 Visual Harassment

The practice of sending note via print, social media or any application that allows the material to be transferred and displayed publicly that may cause the complainant to feel offended, insulted or threatened with sexual harassment.

4.5 Psychological Harassment

Attempts to sexually harass, push, urge, intimidate or persuade to satisfy a Public Officer's sexual desire whether by letter, telephone, e-mail or any form of communication device to the Complainant constitute emotional or mental stress on the Complainant that amounts to sexual harassment.

5.0 ACTION CAN BE TAKEN BY THE COMPLAINANT

5.1 Lodging complaint

The complainant may submit a complaint to the Chief Conservator of Forests. The complainant may also contact the Department's Personnel Management Services Division Officer for further information or advice. (Please refer to Figure 1)

6.0 WORKPLACE SEXUAL HARASSMENT PREVENTION PROGRAMS

6.1 Sexual harassment can be prevented from happening at work. Among the preventive programs that can be implemented are briefings to create awareness and explaining the process of handling sexual harassment cases at work.

7.0 REFERENCES

7.1 References to Applicable Laws:

- a. *Peraturan-peraturan Pegawai Awam Negeri Sabah 2008 (PPPNS 2008)*
- b. *Kod Etika Jabatan Perhutanan Sabah*

7.2 References and Circulars:

- a. *Pekeliling Perkhidmatan Bilangan 5 Tahun 2018, Garis Panduan Pengendalian Kes Gangguan Seksual di Tempat Kerja*

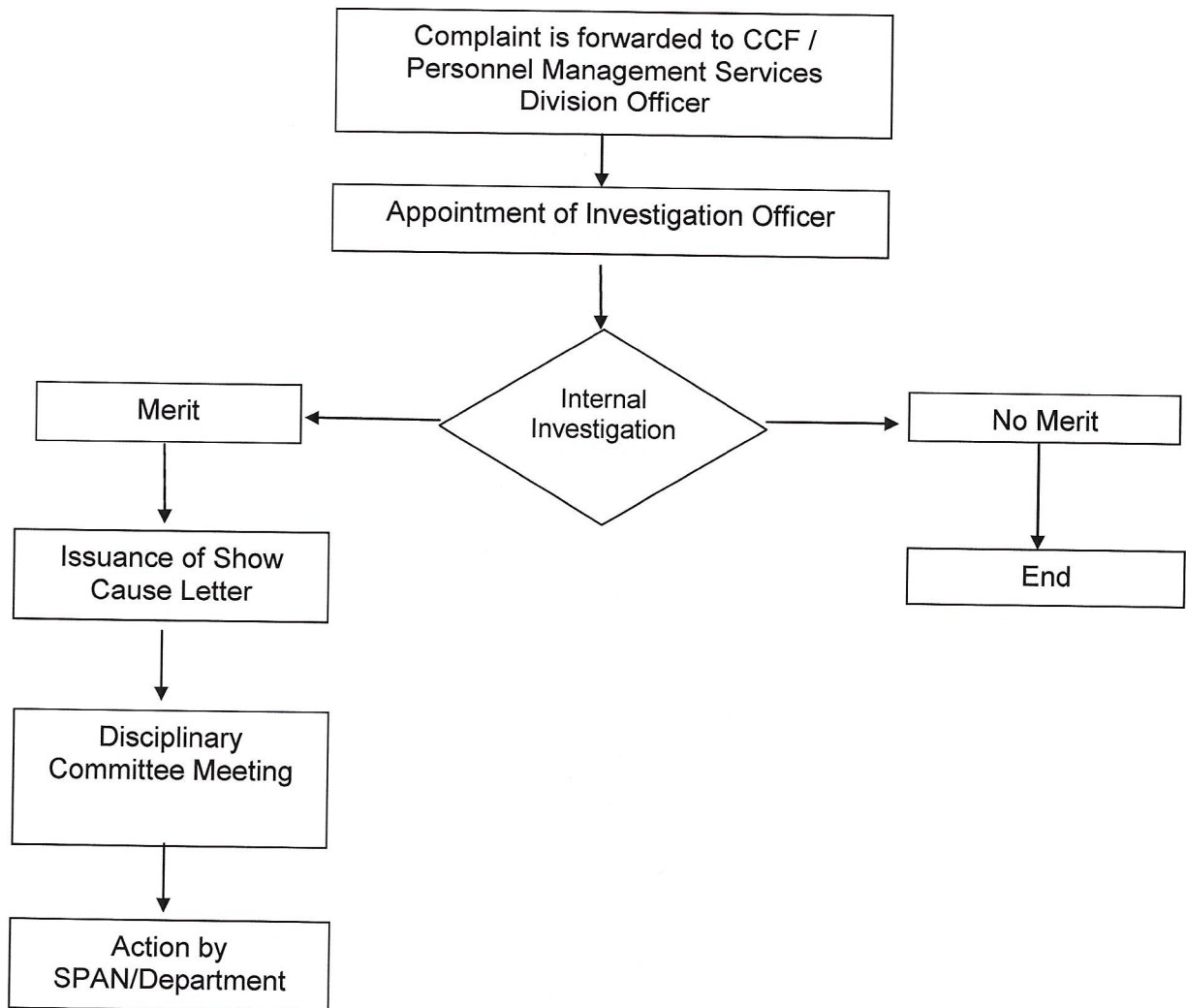


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Figure 1: Flowchart showing lodging of complaints



BORANG ADUAN SALAH LAKU GANGGUAN SEKSUAL
(Borang ini diisi oleh Pegawai Penerima Aduan)Nama: No. Kad. Pengenalan: Jawatan: Alamat Pejabat: No. Telefon: E-Mel:

Maklumat Pegawai Yang Disyaki MenggangguNama: Alamat Pejabat: Jawatan:

Butir – Butir AduanTarikh Kejadian: Lokasi Kejadian: Masa Kejadian: Kekerapan Gangguan (Sehingga Tarikh Aduan): Sejarah Gangguan: Kali Pertama Kes Ulangan

Salah Laku Gangguan Seksual Yang Diperlakukan (Sila Jelaskan):

Kesan Yang Dialami:

Maklumat Tambahan (Jika Berkaitan)Nama Saksi Kejadian: Jawatan: No. Telefon: Nama Penerima Aduan: Tandatangan Penerima Aduan: Tarikh Aduan: