

Whistle Blowing System (WBS)

Reporting System for KEMAS PKG Violations 2024

At **KEMAS PKG**, we are committed to upholding the highest standards of integrity, transparency, and accountability in all aspects of our operations. As part of this commitment, we have implemented the **Whistle Blowing System (WBS)** to provide a secure and confidential platform for reporting any violations or misconduct that may harm the company, its employees, or stakeholders.

The implementation of WBS in 2024 reflects our dedication to fostering a culture of trust, honesty, and ethical behavior, ensuring that every individual feels empowered to report any irregularities without fear of retaliation.

Purpose of the Whistle Blowing System (WBS)

The WBS is designed to:

1. Prevent and detect violations early.
 2. Promote transparency and accountability.
 3. Build a culture of honesty and integrity.
 4. Protect the company's assets and reputation.
 5. Create a safe and conducive work environment.
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What Can Be Reported?

The WBS allows employees and stakeholders to report various types of violations, including but not limited to:

- **Corruption, Collusion, and Nepotism (KKN)**
 - **Fraud or Theft**
 - **Code of Ethics Violations**
 - **Abuse of Authority**
 - **Health and Safety (K3) Violations**
 - **Harassment or Discrimination**
 - **Legal or Regulatory Breaches**
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How to Report?

We provide multiple secure channels for reporting violations:

1. **Website:** <https://www.kemaspkg.com/wbs>
2. **Google Form:** [Submit Here](#)
3. **Email:** wbs@kemas.co.id

4. **Hotline (WhatsApp):** 0817-9333-9777
 5. **Written Report:** Submit to the WBS Team or drop it at the security desk.
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What Information Should Be Included in Your Report?

To ensure a thorough investigation, please include the following details in your report:

- Your identity (optional).
 - The person(s) involved.
 - Type of violation.
 - Date and location of the incident.
 - Chronology of events.
 - Supporting evidence (if available).
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WBS Reporting Process

The WBS process is structured to ensure fairness, confidentiality, and timely resolution:

1. **Initial Verification (5 Working Days)**
 - Review of report completeness.
 - Verification of initial evidence.
 - Validation of the whistleblower's identity (if provided).
 2. **Report Classification**
 - Categorization of the violation type.
 - Determination of urgency level.
 - Assignment of an investigation team.
 3. **Investigation (30 Working Days)**
 - Collection of additional evidence.
 - Interviews with relevant parties.
 - Analysis of documents and data.
 - Documentation of findings.
 4. **Analysis of Results**
 - Evaluation of investigation findings.
 - Preparation of an investigation report.
 - Formulation of conclusions.
 5. **Recommendations**
 - Development of follow-up actions.
 - Determination of sanctions (if proven).
 - Suggestions for system improvements.
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Sanctions and Follow-Up Actions

If a violation is proven, the following sanctions may be applied:

- Written Warning.
- Suspension.
- Demotion.
- Termination of Employment (PHK).
- Legal Proceedings (in accordance with the Criminal Code).

Follow-up actions may also include:

- System improvements.
- Policy evaluations.
- Strengthening internal controls.
- Training and socialization programs.

Management Commitment

The success of the WBS relies on the full support and commitment of KEMAS PKG's management. We are dedicated to:

1. Providing adequate resources for WBS implementation.
2. Ensuring the independence of the WBS team.
3. Continuously evaluating and improving the system.
4. Protecting whistleblowers from retaliation.
5. Recognizing and rewarding whistleblowers who contribute to the company's integrity.

Benefits of the Whistle Blowing System (WBS)

For the Company:

- Prevents financial losses.
- Protects the company's reputation.
- Enhances operational efficiency.
- Strengthens corporate governance.

For Employees:

- Ensures a healthy work environment.
- Promotes fairness and transparency.
- Protects employee rights.
- Improves overall well-being.

Legal and Policy Framework Supporting WBS

The implementation of the Whistle Blowing System (WBS) at KEMAS PKG is aligned with the following **laws, regulations, and internal policies**:

1. Indonesian Laws and Regulations

- **Law No. 13 of 2003 on Manpower (UU Ketenagakerjaan)**
 - Article 86(1): Employers are required to ensure a safe and healthy work environment, which includes mechanisms to report violations.
- **Law No. 31 of 1999 on Eradication of Corruption (UU Pemberantasan Tindak Pidana Korupsi)**
 - Article 41: Protection for whistleblowers who report corruption cases.
- **Law No. 11 of 2008 on Electronic Information and Transactions (UU ITE)**
 - Article 26: Protection of personal data, ensuring confidentiality of whistleblowers.
- **Government Regulation No. 60 of 2008 on Internal Control Systems for Government Institutions (SPIP)**
 - Encourages the establishment of reporting mechanisms to detect and prevent fraud.

2. International Standards and Best Practices

- **ISO 37001:2016 (Anti-Bribery Management Systems)**
 - Recommends the implementation of whistleblowing mechanisms to detect and prevent bribery.
- **OECD Guidelines on Corporate Governance**
 - Emphasizes the importance of whistleblowing systems in promoting transparency and accountability.

3. Internal Policies of KEMAS PKG

- **Code of Ethics and Business Conduct**
 - Outlines the ethical standards expected of all employees and stakeholders.
- **Anti-Fraud Policy**
 - Establishes zero tolerance for fraud and corruption, with WBS as a key reporting mechanism.
- **Health and Safety Policy (K3)**
 - Ensures a safe and conducive work environment, with WBS as a tool to report violations.