

# Sambungan Langsung D-Quest

## Panduan Dasar bagi Informan

MLform



## I. Masukkan dan daftarkan laporan baru

- 1-1. Silakan akses URL di bawah ini melalui  
`https://ml.helpline.jp/****`  
(“\*\*\*\*” berbeda tergantung setiap perusahaan)
- 1-2. Masukkan “ID bersama” dan “Kata Sandi” (yang telah disediakan sebelumnya) di dalam kotak yang sesuai, lalu klik tombol “Start”.

1-1

認証が必要

https://ml.helpline.jp にはユーザー名とパスワードが必要です。

1-2

ユーザー名:

パスワード:

ログイン キャンセル

Gambar laman utama yang tercantum di bawah ini merupakan situs demo D-Quest.

Gambar ini merupakan contoh.

Isi dari laman utama berbeda-beda untuk masing-masing perusahaan.

1-3. [Daftar Cek]

Silakan berikan tanda centang di kotak yang tersedia setelah Anda memeriksa bahwa laporan Anda tidak mengandung informasi yang dilarang untuk disebarluaskan ke luar negeri.

Sesuai dengan perubahan dalam peraturan perusahaan serta undang-undang dan peraturan di sebuah negara, ada kemungkinan akan berubah tanpa pemberitahuan lebih lanjut.


1-4. Klik [Lanjutkan ke Langkah 2] setelah selesai dicek.

## Welcome to D-QUEST GROUP Global Hotline.

China, South Korea

English ▾

Step.1 > Step.2 > Confirmation



Welcome to D-QUEST GROUP Global Hotline.

Our daily corporate activities has been supported by our customers and many other people with their trust and expectations..  
In order to meet their trust and expectations, we must keep continuing our daily effort to act properly and with legality

Please use the hotline to report any violation against our compliance, or when you know the fact that some misconduct which may lead to a violation.

The contents of the report will be treated confidentially and there will be no disadvantage to those who reported the case. The first report is received by our contracted outside hotline dedicated company and it is also acceptable to report under anonymous if you so desire..

### 1.The acts subject to report

The acts subject to report are limited to any violation of the company compliance or any acts which could become one against inter company regulations, company policy and guidelines, law and regulations.

The acts subject to report are bribery, cartel, child labor, forced labor, embezzlement, breach of trust, and leaking confidential information.  
The acts not for subjects to report: Payroll and working condition, discontentments on personnel treatment.

### 2.Who can use this system?

Any regular employees and managers of overseas operating companies for ○○○.

### 3.Before use

Please read the below terms and check the box to indicate agreement.

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■ Will any of the following subjects will be included in your report or consultation?

1-3

|          |                          |  |
|----------|--------------------------|--|
| Required | <input type="checkbox"/> | No false information or defamatory content.                |
| Required | <input type="checkbox"/> | No content intended for illegal purposes.                  |
| Required | <input type="checkbox"/> | No information forbidden to take out of the country.       |
| Required | <input type="checkbox"/> | It does not cover any discontentments on personnel matter. |

1-4

Step.2 Next >

- 1-5. Silakan masukkan informasi sebanyak mungkin ke dalam [Layar untuk Pendaftaran Laporan Internal Baru]  
Pastikan mengisi hal-hal yang dibutuhkan.  
Untuk informasi yang mengandung informasi pribadi, ada kemungkinan tidak dapat dikirim ke penanggung jawab perusahaan.
- 1-6. Alamat email yang Anda daftarkan bersama kami akan digunakan oleh DQ untuk menerima balasan dari perusahaan dan tidak akan disebarluaskan ke pengelola perusahaan tersebut.  
✘ **Anda tidak dapat menerima balasan dari perusahaan jika ada kesalahan di alamat email Anda.**
- 1-7. Ketika meng-klik tombol [Kirim], Anda akan diarahkan ke layar konfirmasi. Ketika meng-klik tombol [Reset], semua informasi yang diketik akan dihapus dan Anda akan kembali ke layar awal.
- 1-8. Anda dapat mengecek isi laporan Anda sebelum mengirimnya dengan meng-klik [Kembali ke Langkah 1].  
Anda dapat kembali ke layar Step 2 tanpa kehilangan isinya dengan meng-klik [Lanjutkan ke Step 2].

**Welcome to D-QUEST GROUP Global Hotline.**

China, South Korea

English ▾

Step.1 > Step.2 > Confirmation

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**1-5** Tell us about the contents of your report

**Obligator y** Time of Occurrence  
Please select one ▾

**Obligator y** Country

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**Obligator y** E-mail address **1-6**  
  
 We will contact you on the above e-mail address from here on.

Name(Register with your real name)

Group company name(Register with your real name)

Position(Register with your real name)

Reset
Send

< Step.1 Prev **1-8**
**1-7**

- 1-9. Laporan Anda akan dikirim secara resmi ke pengelola laporan internal di DQ untuk diperiksa dan dikirim ke pengelola laporan internal (penerima) di perusahaan ketika Anda meng-klik tombol [Kirim].

**Welcome to D-QUEST GROUP Global Hotline.**

China, South Korea

English ▾

Step.1 > Step.2 > Confirmation

## Please check the entered details

|  |   |
|--|---|
| item1                                      | No false information or defamatory content.                                 |
| item2                                      | No content intended for illegal purposes.                                   |
| item3                                      | No information forbidden to take out of the country.                        |
| item4                                      | It does not cover any discontentments on personnel matter.                  |
| Time of Occurrence                         | Within 1 day  |
| Country                                    | test  |
| Involvement of Managers/Executive Officers | None  |
| Contents of the report                     | 1 Contents of the report  |
|  | 2 Who was involved(Participant's name and affiliation (company,department)) |
|  | 3 How did it happen   |
|  | 4 When and how did you find out   |
|  | 5 Is it likely to happen again  |
|  | 6 Does anyone else know of this   |
| Did you report to your supervisor?         | test  |
| E-mail                                     | test@test.test <b>1-9</b>   |

1-10. Ketika Anda meng-klik tombol [Kirim], Anda akan melihat layar [Laporan Internal telah Dikirim]..

**Welcome to D-QUEST GROUP Global Hotline. 1-10**

Thank you for your report.

If you have not received the confirmation email within 15-20 business days, it is possible that System disturbance or Registration failure (email address)

In that case, please resend it to us using Report Form.

## 2. Cek balasan dari [Pengelola Perusahaan]

Balasan dari pengelola perusahaan yang telah menerima laporan dari informan akan dikirim kepada informan melalui D Quest.

**Pastikan Anda mengecek balasan dari penerima.**

Jika Anda perlu untuk mengirim pesan balasan kepada penerima laporan, silakan hubungi penerima secara langsung.

Seluruh komunikasi setelah saat ini akan dilakukan melalui email.

✘ **Anda tidak dapat menerima balasan jika ada kesalahan di alamat email Anda.**

✘ **Pastikan Anda mengecek balasan dari penerima.**