

Talian Khidmat Pelanggan D-Quest

Panduan Asas untuk para Informan

MLform



1. Masukkan serta daftarkan laporan baru

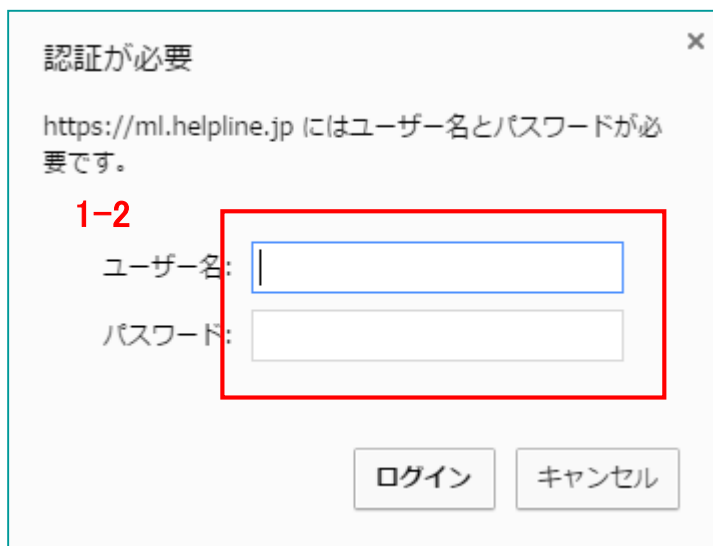
1-1. Sila akses URL berikut melalui internet.

https://ml.helpline.jp/****

("****" berbeza mengikut syarikat)

1-2. Masukkan "ID am" dan "Kata Laluan" (pada awalnya disediakan) di ruangan yang bersesuaian kemudian tekan butang "Mula".

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

Rajah di bahagian atas laman yang dipaparkan di bawah adalah laman contoh D-Quest.

Rajah ini disediakan sebagai contoh.

Konten bagi bahagian laman utama akan berbeza mengikut syarikat.

1-3. [Senarai Semak]

Sila tandakan di kotak ruangan yang disediakan setelah anda selesai semak bahawa laporan tersebut tidak mempunyai maklumat yang dilarang untuk diedarkan di luar negara.

Berdasarkan pertukaran peraturan dan undang-undang korporat sesuatu negara, terdapat kemungkinan yang ia akan berubah tanpa sebarang makluman awal.


1-4. Tekan [Terus ke Langkah 2] setelah selesai semak.

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.

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

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.

1-3

1-4

Step.2 Next >

- 1-5. Masukkan sebanyak mungkin maklumat di [Saringan untuk Pendaftaran Laporan Internal Baru].
Sila pastikan anda mengisi semua ruangan yang diperlukan.
Terdapat kemungkinan sekiranya maklumat tersebut mempunyai maklumat peribadi maka ia tidak akan dihantar orang yang bertanggungjawab di syarikat.
- 1-6. emel yang anda telah daftarkan akan digunakan oleh DQ untuk menerima maklum balas daripada syarikat dan tidak akan dikongsikan dengan operator syarikat
✘ **Anda tidak akan menerima sebarang maklum balas sekiranya anda menggunakan alamat emel yang salah.**
- 1-7. Apabila anda tekan butang [Kirim], ia akan bawa anda ke laman pengesahan. Apabila anda tekan butang [Reset], Segala maklumat yang telah diisi akan dipadamkan dan kembali ke laman mula.
- 1-8. Anda boleh semak konten sebelum mengirim dengan menekan di [Kembali ke Langkah 1]. Anda boleh kembali ke Langkah 2 tanpa hilang konten dengan menekan [Terus ke Langkah 2].

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English ▾

Step.1 > Step.2 > Confirmation

1-5 Tell us about the contents of your report

Obligator Time of Occurrence
Please select one ▾

Obligator Country

Obligator 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)

1-8 **1-7**

- 1-9. Laporan anda akan dikirim secara rasmi ke seorang operator laporan internal di DQ di mana ia akan disaring kemudian baru dikirim ke operator laporan internal syarikat apabila anda tekan butang [Kirim].

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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 Yes, I reported it.
E-mail	test@test.test 1-9

1-10. Apabila anda menekan butang [Kirim] anda akan lihat skrin [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. Menyemak maklum balas dari [Operator Syarikat]

Maklum balas dari operator syarikat yang menerima laporan dari seorang pemberi maklumat akan mengirim maklum balas melalui D Quest.

Sila pastikan anda menyemak maklum balas dari penerima.

Sekiranya anda perlu mengirim mesej kepada maklum balas daripada penerima, sila hubungi terus penerima tersebut.

Segala bentuk komunikasi akan dibuat melalui emel.

✘ **Anda tidak akan menerima sebarang maklum balas sekiranya anda menggunakan alamat emel yang salah.**

✘ **Sila pastikan anda menyemak maklum balas dari penerima.**