

We're recruiting!

Get experience and make a difference when
volunteering with Prime Minister's Hibiscus Award



Volunteer Assessor

- Minimum 6 years of total working experience, AND
- Minimum of 3 years working experience in the environmental field, AND
- Nominee shall attended and passed ISO 14001- Lead Auditor Course with a minimum of 3 years environmental auditing experience, AND
- Able and willing to:
 - ✱ **VOLUNTEER TIME AND COMMITMENT** to attend orientation meetings (usually about half day prior to the commencement of assessment and at least one full day's service to conduct the Stage 1 Assessment), AND
 - ✱ **VOLUNTEER TIME AND COMMITMENT** to conduct at least 2 **SITE VISITS** for Stage 2 Assessment within a period of two months. (The site visits may require at least 2 days per site for Peninsular Malaysia and longer for Sabah and Sarawak).



For more information contact Ilyani Yusof / Sofiyuddin or call 03-6201 7708.
Secretariat Prime Minister's Hibiscus Award
c/o Malaysian International Chamber of Commerce and Industry (MICCI)
Block C-08-8, Plaza Mont' Kiara, No.2 Jalan Kiara, Mont' Kiara, 50480 Kuala Lumpur

PRIME MINISTER'S HIBISCUS AWARD

Prime Minister's Hibiscus Award is the **PREMIER ENVIRONMENTAL AWARD FOR BUSINESSES AND INDUSTRIES IN MALAYSIA**. The Award serves to recognise the contributions of companies, which have demonstrated their commitment towards environmental protection. Winners of the Award are showcased to the public as role models in business and industry's environmental performance and excellence.



DEAR VOLUNTEER ASSESSOR,

The Prime Minister's Hibiscus Award 2019/2020 was launched on 16 April 2019 by the Deputy Minister of Energy, Science, Technology, Environment and Climate Change (MESTECC), YB Puan Isnaraissah Munirah Majilis. In this connection, the Award Organisers are now preparing for the assessment of the participants, and suitably qualified individuals are being sought to volunteer their services as assessors.

The assessments are carried out in two stages. The first stage involves the review of the questionnaire and evidences submitted by the participants. This review will take place soon and assessors are expected to commit to at least one full day at the venue selected to conduct the Stage 1 assessment. It is expected that each assessor will assess between 4 to 5 submissions at this stage of assessment. To preserve confidentiality of participants' submissions, assessors selected for this Award will be assigned to industry sectors that are not related to their businesses. For this cycle, a special Training for Assessors has been scheduled for January 2020 at a venue to be advised later. It is a morning half-day training and attendance is **COMPULSORY**. Assessors' who did not attend this briefing, are not allowed to proceed with the Stage 1 and Stage 2 Assessment. The Stage 1 Assessment will be held from 17-19 January 2020.

Stage 2 assessment involves site visit of short-listed participants. As participants come from all over the country, including East Malaysia, assessors are expected to be away for at least two days for each site assessment in Peninsular Malaysia, and longer for East Malaysia. For this round the Stage 2 Assessment has been scheduled for the month of March, April and till early May 2020. The assessment date will be confirmed based on the availability dates of the participants and assessors. The expenses incurred for the assessment exercise, in particular, for Stage 2, will be borne by the Award Organisers. The claims guideline will be provided to all assessors for reference. Apart from that, upon completion your tasks, assessor will be rewarded 15 CPD points endorsed by Department of Environment Malaysia.

Enclosed are the assessor's nomination form and assessor's code of conduct for your attention. Assessors are required to abide all the terms stated in the code of conduct. Violation of code of conduct shall result in disqualification as assessor for 3 cycles. Assessors will be required to sign and return the code of conduct to Secretariat during the Assessors' briefing.

ASSESSOR NOMINATION FORM



Prime Minister's Hibiscus Award

MINIMUM QUALIFICATION

To be eligible as assessor for the Prime Minister's Hibiscus Award, a person must have the following minimum qualifications and commitment:

- ◆ Minimum 6 years of total working experience, AND
- ◆ Minimum of 3 years working experience in the environmental field, AND
- ◆ Nominee shall attended and passed ISO 14001- Lead Auditor Course with a minimum of 3 years environmental auditing experience, AND
- ◆ Able and willing to:
 - a. VOLUNTEER TIME AND COMMITMENT to attend orientation meetings (usually about half day prior to the commencement of assessment and at least one full day's service to conduct the Stage 1 Assessment), AND
 - b. VOLUNTEER TIME AND COMMITMENT to conduct at least 2 SITE VISITS for Stage 2 Assessment within a period of two months. (The site visits may require at least 2 days per site for Peninsular Malaysia and longer for Sabah and Sarawak).

NOMINATION, CONFIRMATION AND AUTHORISATION BY SUPERVISOR

I wish to nominate the below named person to be an assessor for the Prime Minister's Hibiscus Award and hereby certify that he/she meets the minimum qualification and/or experience as required. I understand that this is a voluntary endeavor and costs for the assessor's expenses will be borne by the Organisers of the Award.

Name: Signature:
Designation: Tel:
Email: Date:
Company:
Address:

DETAILS OF NOMINEE

DEADLINE: 4th OCTOBER 2019

Name: Signature:
Designation: Mobile:
Email: Tel:
Company:
Address:

Please submit along:

- ◆ Complete CV (Qualifications, degree, certification, audit experience, etc.)
- ◆ Attached supporting evidences of competency.
- ◆ Please use separate sheet if nominating more than one person

Please fax or email this nomination form to: Email: hibiscus@micci.com/ Fax: +03-6201 7705

For enquiries kindly contact:
Ilyani/Sofiyuddin at tel: +603-6201 7708



PRIME MINISTER'S HIBISCUS AWARD 2019/2020
Code of Conduct for Assessors and Authorised Representatives

1. Prime Minister's Hibiscus Award (PMHA) Assessors and authorised representatives from the Organising Committee, Steering Committee and Technical Committee (TC) (hereinafter referred to as 'Individual') shall exercise due diligence, integrity, honesty and objectivity in discharging their duties.
2. These PMHA individuals, in promoting high standards of ethical conduct, shall assure the followings:
 - (a) act solely in the best interest of the PMHA TC and its Stakeholders, in the performance of their duties;
 - (b) conduct themselves professionally, with truth, accuracy, fairness and responsibility;
 - (c) not misrepresent their qualifications, competence or experience, nor undertake Assessments or assignments beyond their capabilities;
 - (d) treat in a confidential and private manner all information gained in relation to any of the participating organisation's identified activities of assessment of specific organisations or individuals; unless authorised in writing to disclose such information by PHMA TC, and the PMHA's stakeholders (when applicable), and will not discuss such information with anyone except those who have a need to know the information for legitimate of the PMHA assessment processes and will not disclose any purposes details of assessment findings, neither during nor after the assessment process;
 - (e) treat in a confidential and private manner all information gained in relation to any of the above entities' activities wherein such information may include, inter alia:
 - any device, graphics, written material or other information in tangible or intangible form, clearly identified as "confidential", relating to the activities of the participating organisation;
 - any device, graphics, written material or other information in tangible or intangible form, identifiable as private by the nature of its content and/or context;
 - (f) treat in a confidential and private manner all information which may be considered "confidential" when the prudent judgment of participating organisation could determine that such information is private and confidential to the participating organisation, and recognise that the organisation may receive information that is not identified clearly as confidential but which may be perceived as confidential;
 - (g) not intentionally communicate false or misleading information which may compromise the integrity of PMHA assessment processes or decisions therein.
 - (h) be able to act professionally under directive from PMHA TC and organisations being assessed;

3. During field assessment individuals shall be focused on performing the required assessment on the participating organisations and no personal and/or company's business transaction shall be entertained by both parties.
 4. Individuals shall not disclose any detail of the assessment or any other privilege information about the participating organisations to any third party without prior written approval from both the participating organisations and the Prime Minister's Hibiscus Award Committees.
 5. Individuals discovering an activity that may impair or tarnish the prestige and image of the PMHA shall immediately inform the participating organisation concern and the matter brought up to the TC and the Secretariat.
 6. Individuals are expected to maintain a good personal appearance and to give considerations to neatness and cleanliness. Individuals should always dress in manner befitting the job, with due considerations to the needs of the assessment and safety.
 7. Individuals shall not accept money, gift, loan, fee, reward or any other advantages such as incentives or services from an employee/ business associate/agents or representative from the participating organisations.
 8. All work undertaken by individuals shall be carried out in accordance with applicable norms, standards and best known practices where applicable.
 9. Individuals are not permitted to distribute promotional material or personal business card during visits pertaining to any PMHA assessment cycle.
 10. Individuals must inform and declare to the TC if they have rendered any professional services within the immediate past three years to the participating organisations, which they have been assigned to be assessed during the PMHA assessment cycle.
 11. Individuals must not be currently contracted/employed or have any vested interests with the participating organisations during the PMHA assessment cycle.
 12. An individual must not accept employment of contract offered by the participating organisation being assessed during the current PMHA cycle.
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DECLARATION

I, (I.C. No:)

hereby agree to strictly abide by the above Code of Conduct for Assessors & Authorised Representative of the Prime Minister's Hibiscus Award.

I undertake not to divulge to any person or organisation, except as necessary in the ordinary and proper course in respect of my duty as an _____, information of any kind of the applicant which I obtain through participation in this program.

I also undertake to uphold the copyright status of the documents, which may be in my possession. I also undertake that should I be invited to assess an organisation in which I have any direct or indirect financial or vested interest, I shall inform PMHA Secretariat on the fact. This include not to conduct an assessment for participating organisation which I have had dealing either as an employee or paid consultant for a period at least two years prior to the assessment date and shall declare such interests to PMHA Secretariat.

I acknowledge that during and after completion the assessment exercise, such information shall be regarded as strictly confidential. I shall take all reasonable steps to prevent unauthorised persons from gaining such information.

I fully understand that failure to comply with any of the above Code of Conduct shall result in disqualification of being eligible for re-appointment as PHMA Assessor or Authorised Representative for next three (3) PMHA cycles.

Name of Individual :

Date :

Signed by :

Name (in Block Letters) :

IC Number :

Address :

Witnessed by :

Date :

Name (in Block Letters) :

IC Number :

Address :