USER MANUAL APLIKASI WBS (WHISTLEBLOWING SYSTEM)

PT KIDECO JAYA AGUNG



Tahapan dalam pengaduan menggunakan Whistleblowing System PT. Kideco Jaya Agung adalah sebagai berikut:

- 1. Buka Whistleblowing System melalui browser (Google Chrome atau Mozila FireFox) dengan versi terbaru dengan alamat <u>https://wbs.kideco.app/</u>
- 2. Akan muncul halaman utama whistleblowing system seperti berikut

	HOME FORM CHART SIGN IN
KIDECO WHISTLEBLOWING SYSTEM The Kideco Jaya Agung Whistleblowing System is a communication channel that can be used by internal and external stakeholders such as employees, customers, suppliers, etc., to report inappropriate behavior or suspected wrongdoing by an employee that is perceived as a fraud, and bribery.	Check Update Report
See <u>Guidance</u> Before submit the report. Please do not report: Personal issues, hearsays/gossips, eg. adultery, personal rivalry, etc REPORT PERSON C	CHECK REPORT

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3. Klik tombol report Person atau menu Form pada header Web, setelah diklik maka akan menuju halaman pengaduan sebagai berikut

Disclaimer PT Kideco Jaya Agung. will not disclose your personal identity as a whistleblower, since we focus only to the information that you h Type of Indicated Violation* Fraud Email Fullname Phone Number Description* Where * Where * Where * How * How Much dd Data Person Coose File_No file chosen atimum size per file is 25 MB and in PDF, Photo or Video format. Extent	nformation that you have given.	FORM WBS					
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4. Masukkan data yang diperlukan pada input kolom yang telah tersedia. Jika anda sudah yakin dengan data anda silahkan submit dan jangan lupa simpan case number dan password untuk melihat perkembangan laporan anda.

	HOME FORM CHART SIGN IN		
Whistleblowing System To check the status of violation reporting that has been made before Case Number: WBS/12/2020/0004 Password : AUGbQ			
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5. Untuk mengecek perkembangan dari case anda silahkan menuju Home dan masukkan Case Number dan password pada sisi kanan aplikasi



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6. Jika data yang anda masukkan benar maka anda akan melihat halaman sebagai berikut, terdapat menu **Data** untuk melihat status laporan anda.

Status	Verification in progress
Case Number	WBS/01/2021/0002
Password	pvnHo
Туре	Fraud
Email	
Fuliname	
Phone Number	
Description	test
Where	test
When	test
How	test
File	WBS0120210002-0.png
	<u>*</u>
Person	jon test - test
History	* Case Created On 2021-01-04 02:37:35.103 By Anonymous
	BACK

Case Number WBS/01/2021/0002