

#### WHAT'S THE PROGRAMME ABOUT?

In today's complex and high-risk operating environment, internal investigations are no longer optional—they are a strategic imperative. Allegations of fraud, misconduct, and ethical breaches, if left unchecked or poorly managed, can result in significant legal liabilities, financial losses, and reputational damage. For organisations committed to upholding transparency, accountability, and stakeholder trust, a robust internal investigation framework is essential.

As regulatory expectations rise and public scrutiny intensifies, Boards and senior management must ensure that investigations are conducted with consistency, fairness, and integrity. The ISO/TS 37008:2023 Guidelines for Internal Investigations and the ACFE Fraud Examination Model serve as global benchmarks, providing a structured, principles-based approach to managing investigations from start to finish.

This programme is designed to equip participants with the knowledge, frameworks, and practical skills to conduct investigations that are thorough, impartial, and legally defensible. From planning and scoping to evidence collection, interviewing, reporting, and post-investigation remediation, participants will explore the full lifecycle of an effective investigation. Realworld examples, case-based discussions, and toolkits will support learning that is immediately applicable.

Whether you are overseeing investigations or directly involved in execution, this programme will enhance your ability to navigate sensitive issues, maintain procedural integrity, and contribute to a culture of ethical resilience within your organisation.

#### WHY ATTEND THE PROGRAMME?

This programme aims to equip participants with the knowledge and practical skills to build and sustain a robust corporate investigation framework. It will prepare participants to navigate regulatory expectations, manage misconduct risks effectively, and uphold organisational integrity, accountability, and public trust.



## **ICF COMPETENCY LEVEL**

- Core Risk Management (Proficiency Level 3)
- Core Corporate Governance (Proficiency Level 3) Functional (Process) - Compliance (Proficiency Level 3)

# TARGET AUDIENCE

Board Members, Senior Management, Legal Professionals, Internal and External Auditors, Compliance and Risk Management Professionals, HR Practitioners, and Corporate Investigators, Whistleblowing and Ethics Officers, Corporate Advisors, Investigative Journalists, and academia who are interested to keep abreast on market conduct and practices

# Organisations

Capital Market Intermediaries, Public Listed Companies (PLCs), Governmentlinked Investment Companies (GLICs), State-Owned Enterprises (SOEs), Development Financial Institutions (DFIs), Multinational Corporations (MNCs), Regulatory Bodies, Professional Bodies, Industry Associations and Higher Education Institutions.

#### WHAT WILL YOU GAIN FROM THE **PROGRAMME?**

By the end of this programme, participants will be able to:

- Analyse the ISO/TS 37008:2023 principles and the ACFE Fraud Examination Model to design a structured internal investigation framework-defining objectives, scope, team roles, and ethical protocols aligned with governance, risk, and compliance standards.
- Evaluate various types of evidence and apply best practices in evidence collection, handling, and interview preparation to preserve investigative integrity, maintain chain of custody, and identify potential fraud indicators based on ACFE and ISO/TS 37008 standards.
- Apply ethical and effective interview techniques for witnesses, subjects, and complainants, and use analytical methods and professional skepticism to assess responses and evidence, ensuring unbiased, wellsupported investigative conclusions.
- Assess the key components of a clear and defensible investigation report, communicate findings and recommendations effectively to stakeholders, and understand how outcomes inform post-investigation actions and drive organisational learning.

### PROGRAMME OUTLINE

9:00 am

#### **Investigation Foundations and Frameworks**

- The role of internal investigations in governance, risk, and
- Overview of ISO/TS 37008:2023 Core principles (fair treatment, independence, confidentiality, transparency, proportionality)
- ACFE's fraud examination model: Fraud prevention, detection, investigation, resolution
- Setting investigation objectives, scope, and terms of
- Assembling an investigation team: Roles, responsibilities, and independence

Establishing investigation protocols and ethical standards This session provides foundational insights into internal investigations as part of governance and compliance, covering ISO/TS 37008:2023 principles, the ACFE fraud model, and

best practices in setting up ethical, effective investigation frameworks.

Coffee Break

10.15 am 10.30 am

#### **Information Collection and Evidence Handling**

- Types of evidence (documentary, electronic, physical,
- Best practices for evidence collection (aligned with ACFE and ISO/TS 37008)
- Maintaining chain of custody and ensuring evidence
- Using technology: Digital evidence, email forensics, data analytics
- Red flags, fraud schemes, and behavioral indicators (ACFE guidance)
- Interview preparation: Planning, sequencing, and identifying key individuals

This session outlines best practices for collecting and handling various types of evidence in investigations, with guidance from ACFE and ISO/TS 37008—covering digital tools, forensic techniques, fraud red flags, and interview planning.

12.30 pm Lunch

**Conducting Interviews and Analysis Findings** 

- Conducting ethical and effective interviews (ISO/TS 37008 and ACFE guidance)
- Interview techniques: Witnesses, subjects, and complainants
- Detecting deception, managing denials, and handling difficult situations
- Analysing information: Connecting the dots, corroborating evidence, identifying gaps
- Applying professional skepticism and analytical techniques
- (ACFE framework) Avoiding investigator bias and upholding fairness

This session focuses on conducting ethical, effective interviews and analysing findings using ACFE and ISO/ TS 37008 guidance—emphasising deception detection, evidence corroboration, and unbiased investigative judgment.

3.30 pm Coffee Break

3.45 pm

Reporting, Closure and Organisational Learning

- Writing a clear and defensible investigation report (ACFE and ISO/TS 37008 standards)
- Structuring findings, conclusions, and recommendations
- Communicating results to management, legal, and other stakeholders
- Managing post-Investigation remediation: Disciplinary actions, control enhancements
- Document retention, confidentiality, and follow-up Embedding lessons learned into the organisation's risk management framework

This session covers the essentials of reporting and closing investigations - emphasising clear documentation, stakeholder communication, post-investigation actions, and integrating lessons learned into organisational risk management.

5.30 pm End of Programme

## **SPEAKER**



**RAYMON RAM** 

President of Transparency International Malaysia (TI-M)

Raymon leads Graymatter Forensic Advisory and serves as President of Transparency International Malaysia. A UNODC expert, he specializes in financial forensics, AML/CFT and fraud risk management, with extensive experience in investigations, policy development and capacity-building.

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