

## **1. Policy Statement**

- 1.1. To provide a safe channel for a staff of the Organisation and external parties to report an activity that he considers to be illegal, or dishonest, or is detrimental to the Organisation and its reputation and is committed by another staff of the Organisation.

## **2. Reason for Policy**

- 2.1. To establish procedures to govern the reporting and investigation of allegations of suspected unlawful activities which generally concern corporate governance, financial matters, fraud, and criminal breach of trust, and to protect the whistle-blower from retaliation.

## **3. Practice**

- 3.1. If a staff or any party has knowledge or a concern of an illegal, unlawful, dishonest or fraudulent activity, he shall contact his Director, or the Executive Director, or the highest reporting level of authority which is the Chairman of the Board of the Organisation.
- 3.2. A whistle-blowing act is intended to safeguard the best interest of the Organisation and should not be related to operational/ personal matters. A staff who intentionally files a false report of wrongdoing shall be subjected to disciplinary action, including termination of service. (refer to Policy on Disciplinary Action)
- 3.3. An official investigation will be mounted to address the issue raised by the whistle-blower. The whistle-blower is not responsible for investigating the activity or determining fault or corrective measures; appropriate management personnel are charged with these responsibilities.
- 3.4. The confidentiality of the whistle-blower shall be maintained. However, his identity may be disclosed to conduct thorough investigations, or to comply with the law and to provide the accused individual his legal rights of defence.
- 3.5. The management shall protect the whistle-blower from an adverse employment action and the staff concerned shall not retaliate against a whistle-blower. The management reserves the right and obligation to take appropriate actions should the investigation proves that the whistle-blower has submitted a false report intentionally.
- 3.6. A whistle-blower who believes he is being retaliated against must contact the ED, or the next higher authority, immediately.

**POLICY OWNER: BOARD**

**COMMUNICATION CHANNELS: PERSONNEL ORIENTATION, DIVISION**

**POLICY REVIEW: YEARLY**

**REVIEWED AND UPDATED ON:**

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