

1. Policy Statement

- 1.1. To provide a safe channel for a staff of the Organisation 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 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 must guard the best interest of the Organisation and it must 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. 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 unless he intentionally files a false report.
- 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:

20 December 2016 (no change)
29 November 2017 (no change)
19 November 2018 (no change)
22 November 2019 (no change)