



Whistle-blowing Policy

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A. Introduction

The Board Members of Sports Boules Singapore (SBS) are committed to the highest standards of honesty, transparency, ethical and legal conduct, and accountability. In this regard, the SBS is committed to a high standard of compliance with accounting, financial reporting, internal controls, corporate governance, and auditing requirements and any legislation relating thereto.

B. Purpose

In line with this commitment, we provide this avenue for parties to raise concerns regarding malpractice, statutory noncompliance, actual or suspected improprieties in financial transactions, and any other wrongdoing.

The issues which may be raised cover such following wrongdoings, although not limited to these:

- Fraudulent activities/transactions
- Personal profession misconduct
- Unauthorised access to and/or disclosure of information
- Embezzlement, misappropriation, theft, or criminal misuse of Society's monies and resources
- Corruption, bribery, cheating
- Aiding and abetting illegal activities

Whistleblowing enables staff, registered members, and volunteers of SBS to raise serious and genuine concerns within the Society.

C. Confidentiality and protection

Reports of whistle-blowing concerns are kept confidential to the extent possible to meet the needs of the investigation. SBS is committed to protecting the person who reports in good faith from intimidation, retaliation, or adverse employment consequence.

However, SBS shall not condone any frivolous, mischievous, or malicious allegations. Employees found making such allegations, shall be subject to disciplinary action in accordance with the Code of Conduct. Concern or information about an actual, suspected, or anticipated wrongdoing, as well as its source, shall be treated with the strictest confidence.

Exceptions to the above include:

- When SBS is under a legal obligation to disclose such information provided;
- When the information is already in the public domain;
- When the information is given in strict confidence to legal or auditing professionals for the purpose of obtaining professional advice; and
- When the information is given to the Police for criminal investigation.

Concerns or information provided anonymously will still be given due consideration by SBS but will be investigated on their own merits.

D. Operating Procedures

The report may be raised with or information provided to:

Private & Confidential
For the Attention of the President, Secretary,
Sports Boules Singapore,
Room 17 Toa Payoh Sports Hall,
297A, Lor 6 Toa Payoh, 319389

Email Address: President@sportsboules.org.sg, secretary@sportsboules.org.sg

Such reports are preferably made in writing, either in the form of a letter or email and in detail setting out the background and history of events as well as the reason(s) for concern.

Assessment of the concern or information shall be made with due consideration given to the following factors:

- Seriousness of the issue raised;
- Credibility of the concern or information; and
- Likelihood of confirming the concern or information from the attributable sources

Depending on the nature of the concern raised or information provided, the investigation will be conducted, involving one or more of the following individuals or entities:

- The Investigation Committee
- The External Auditor, and/or
- The Police or Commercial Affairs Department.

The amount of contact between the whistleblower and the person(s) investigating the concern raised or the information provided will be determined by the nature and clarity of the matter reported. Further information may be sought from the whistle blower during the course of the investigation. When the investigation is completed, the investigating officer(s) will report the findings to the Investigation Committee for its necessary action.

Whistle-blowing concern form

Whistle-Blower Report Form	
Whistle-blower's details	
This section may be left blank if the whistle-blower wishes to remain anonymous)	
Name, Designation, Department/Charity, Contact number, and E-mail address:	
Can you be contacted for more information?	
Alleged Party's details	
Name, Designation, Department, Contact number, and E-mail address	
Witness' details (If any)	
Name, Designation, Department/Charity, Contact number, and E-mail address	
Concern/Complaint	
Describe the misconduct and how you have come to know about it.	
1. What misconduct occurred?	
2. Who committed the misconduct?	
3. When did it happen and when did you notice it?	
4. Where did it happen?	
5. Have you approached the person? If yes, what did he say?	
6. Is there any evidence that you could provide us?	
7. Were other people involved? If yes, who are they?	
8. Do you have any other details or information which would assist us in the investigation?	
9. Have you reported the incident internally or through any other channels? If yes, to whom have you made the report?	
Date:	Signature:

Who to submit the form to? Refer to Page 4 for procedures	
How to submit the form?	
(a) Email [to include the name of contact person, telephone number, handphone number and email address]	(c) Mail [to include the name of contact person, telephone number, handphone number and address]