

PASIR RIS-PUNGGOL TOWN COUNCIL'S WHISTLE-BLOWING POLICY

Purpose

Pasir Ris-Punggol Town Council ("PRPGTC") is committed to high standard of corporate governance and compliance with all laws and regulatory requirements. PRPGTC does not tolerate nor condone any malpractice, impropriety or statutory non-compliance or wrongdoing by its Councillors and staff in the course of their work.

Scope

This Whistle-blowing Policy ("Policy") is intended to provide a framework to promote responsible and secured whistle-blowing without fear of reprisal, discrimination or adverse consequences, and allows PRPGTC to address such reports by taking appropriate action, including, but not limited to, disciplining or terminating the employment and/or services of those responsible.

This Policy applies to all Councillors and staff as well as to all external parties who have business relationships with PRPGTC such as residents, customers, vendors, suppliers, contractors, and the general public. Staff shall also include personnel belonging to the managing agent of PRPGTC.

Definition

Whistle-blowing is defined as a deliberate, voluntary disclosure of individual or organizational malpractice by a person who has or has had privileged access to data, events, or information about an actual, suspected, or anticipated wrongdoing within or by PRPGTC that is within its ability to control.

Reportable Incidents

The following are some examples of reportable incidents covered by this Policy:

- (1) Forgery, fraud, or any conduct which is an offence by law;
- (2) Embezzlement, misappropriation, theft, or criminal misuse of PRPGTC's monies, properties, assets, or resources;
- (3) Corruption, bribery, or cheating;
- (4) Abuse and misrepresentation of power and authority;
- (5) Serious conflict of interest without disclosure;
- (6) Intimidation, discrimination, harassment, personal impropriety, or profession misconduct;
- (7) Unauthorized access to, misappropriation and/or disclosure of confidential information;
- (8) Concealing information about malpractice or misconduct and/or aiding and abetting such malpractice or misconduct; and

(9) Intentional provision of incorrect information to authorities.

The above list is intended to give an indication of a reportable incident and is not meant to be exhaustive. If in doubt, the whistle-blower should consider consulting his or her immediate superior or follow the procedure for reporting under this Policy.

Safeguards & Confidentiality

The Policy is meant to protect genuine whistle-blowers from any unfair treatment as a result of their report. All reports must be made in good faith and PRPGTC will protect the confidentiality and anonymity of the whistle-blower, consistent with the need to conduct an adequate review.

The Policy is not a route for taking up personal grievances. False, misleading, frivolous, or unsubstantiated claims or complaints will be disregarded. PRPGTC does not condone any abuse of the Policy for personal gains, or with malicious intent, and will reserve its right to take action against those who abuse the Policy for personal gains, or with malicious intent.

If a whistle-blower believes that he or she is being subjected to discrimination, retaliation or harassment for having made a report under this Policy, he or she should immediately report those facts to his or her immediate superior or follow the procedure for reporting under this Policy promptly to facilitate investigation and the taking of appropriate action.

Procedure On Whistle-blowing

Staff of PRPGTC may make the report to his or her immediate supervisor or to the Secretary of PRPGTC. If the report is made to the immediate supervisor of the staff, the immediate supervisor shall also report the matter to the Secretary of PRPGTC, Chairman of PRPGTC Audit Committee or the Chairman of PRPGTC.

Alternatively, any person covered by this Policy may make the report to the Secretary of PRPGTC, Chairman of PRPGTC Audit Committee or the Chairman of PRPGTC. All reports shall be made via email to whistleblow@prpg-tc.org.sg which will only be accessed by the Secretary of PRPGTC, Chairman of PRPGTC Audit Committee and the Chairman of PRPGTC.

The Chairman of PRPGTC together with the Chairman of PRPGTC Audit Committee and the Secretary of PRPGTC shall decide as to whether an investigation on the report made by the whistle-blower should proceed or no further action is considered necessary.

For effective review and subsequent investigation, all whistle-blowers are encouraged to provide as much information and be as specific as possible in his or her report, including his or her contact details, in case further information or clarification is required. All reports and the identity of the whistle-blowers shall be treated with confidentiality.

If there is a prima facie case, a thorough investigation will be conducted. However, there may be circumstances where there is insufficient evidence to proceed, especially in the case of anonymous reporting.

In cases where an investigation is proceeded with, the person conducting the investigation will keep the whistle-blower informed (where he or she is identifiable) of the progress of the investigation. Where the whistle-blower is identifiable, but a decision is made not to proceed with an investigation, the Secretary of PRPGTC, Chairman of PRPGTC Audit Committee or the Chairman of PRPGTC should advise the whistle-blower that there will be no investigation with reasons for the decision.

After making the report, the whistle-blower should refrain from confronting the person being reported or making further investigation. The investigation team may ask the whistle-blower for further information or clarification.

After the decision is made to proceed with an investigation, all reports made shall be investigated as soon as possible and should be resolved and the details of the investigation reported to the Chairman of PRPGTC within three months of receiving the whistle-blower's report.

All investigation reports upon completion are to be retained at the Office of the Chairman of PRPGTC to ensure confidentiality as well as for future reference.