

WHISTLE BLOWING POLICY

1. Introduction

City Harvest Community Services Association (CHCSA) is committed to observe high standards of business and personal ethics in the conduct of their employees and representatives' duties and responsibilities. As employees and representatives of the CHCSA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

To whistle-blow is to report concerns by employees or stakeholders in good faith on malpractice that may be detrimental to the charity or public interest.

Some examples of whistle-blowing concerns (non-exhaustive) include;

- Fraud
- Corruption
- Bribery
- Theft and concealment
- Failure to comply with regulations, laws and ethical guidelines
- Abuses of corporate resources

2. Purpose

The purpose of this policy is to establish a procedure for employees, volunteers, and representatives of CHCSA to report any suspected illegal or unethical conduct in a confidential and protected manner. The policy aims to provide a safe and secure environment for reporting, to ensure the charity's reputation, and to promote transparency, accountability and responsible behavior. It also aims to provide a clear tone of commitment to employees and stakeholders that whistleblowing concerns are important to sound governance and that they are taken seriously by the charity.

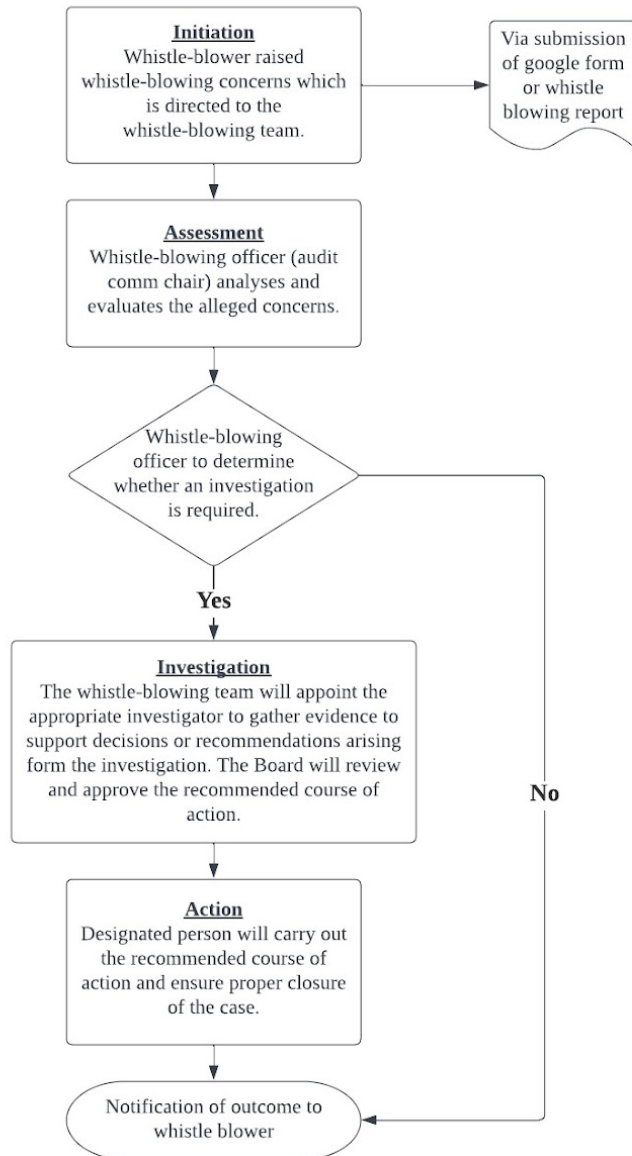
3. Policy Statement

CHCSA encourages individuals to report any concern they may have regarding suspected illegal, unethical or improper conduct. This policy applies to all employees, volunteers, and stakeholders of the charity and provides a confidential and protected mechanism for reporting. The charity will not tolerate any retaliation or victimization of individuals who make such reports in good faith.

4. Reporting Procedures

4-step process of CHCSA's Whistleblowing Policy

1. Initiation
2. Assessment
3. Investigation
4. Action



<p>1. Initiation - Raising the concern</p>	<ul style="list-style-type: none"> - Whistle-blower report in writing via email/google forms to CHCSA's Whistle-blowing team. [wbteam@chcsa.org.sg]
<p>2. Assessment</p>	<ul style="list-style-type: none"> - Whistle-blowing team will analyse and evaluate the alleged concerns to determine whether an investigation is required.
<p>3. Investigation</p>	<ul style="list-style-type: none"> - The team can appoint an investigator. - Investigator to gather sufficient evidence to support the decisions or recommendations arising from the investigation. - The team reviews and approves the recommended course of action.
<p>4. Action</p>	<ul style="list-style-type: none"> - Whistle-blowing team to carry out the recommended course of action and ensure proper closure of the case. - To notify whistle-blower the notification of outcome. - To seek external legal advice, where appropriate, depending on the seriousness of concern.

5 Roles and responsibilities

Key stakeholders	Responsibilities
Whistleblower	<ul style="list-style-type: none"> ● Act in good faith and should refrain from making false accusations when reporting his/her concern(s). ● Contribute fully to the investigation efforts (e.g. by providing further information/evidence). ● Good faith is when a report is made without malice or consideration of personal benefit and the individual has a reasonable basis to believe that the report is true
Whistleblowing Team	<ul style="list-style-type: none"> ● Consisting of the audit committee chair and vice chairman. ● To ensure that sufficient inquiry is conducted into every concern received. ● The case is investigated by a qualified investigator who is independent of the area/function where the concern is alleged to have taken place. ● To recommend whether an external qualified investigator independent of the organisation is required. ● A whistle-blower Protection Officer may be appointed to the task. To ensure the adequate measures are in place to protect the confidentiality of the whistle-blower and information about the case.
Investigator	<ul style="list-style-type: none"> ● Must be someone who is free from biasedness of the situation. ● Whistle-blowing team to select suitable investigators either from the Board or external independent party. ● To ensure investigations are conducted in an independent, diligent and unbiased manner. ● To regularly report findings to the Whistle-blowing team.

6 Confidentiality

All reports will be treated confidentially, and the information will only be disclosed to those individuals who need to know in order to investigate the matter. The charity will investigate the report in a fair and impartial manner and take appropriate action if necessary.

The charity does not condone any reprisal, discrimination or harassment against whistle-blowers who report in good faith. It is committed to protecting whistle-blowers from threats of retaliatory action. Disciplinary actions will be taken against those who retaliate, harass or discriminate against whistle-blowers.

7 Conclusion

CHCSA is committed to promoting transparency, accountability, and responsible behavior. This policy provides a confidential and protected mechanism for employees, volunteers, and stakeholders to report any suspected illegal or unethical conduct. The charity encourages individuals to report their concerns in good faith and will not tolerate any retaliation or victimization of individuals who do so.