



## **Whistle Blower Policy**

Jurong-Clementi Town Council employs staff directly as well as appoint a managing agent that provides staff to perform various functions entrusted under the Town Councils Act.

### General Scope of Policy

This policy applies to all employees either directly employed by the Town Council or through the managing agent. The Town Council aims to instil an ethical and socially responsible environment. This policy:

- 1) encourages any employee to come forward and report instances of improper conduct
- 2) protects the individual who reports such incidents, whether actual or suspected but in good faith, from any form of retribution
- 3) ensures that all reports are thoroughly and promptly investigated and that corrective or disciplinary action taken

### Definitions

An allegation of misconduct means conduct, which, in the view of the reporting individual acting in good faith, is:

- dishonest
- fraudulent
- corrupt
- illegal
- a violation of any law, rule or regulation of Singapore

Acting in good faith means acting on an honest belief when giving an honest, sincere and complete report. Simply stated, it does not matter whether the belief that a breach may have occurred was mistaken



Whistle blower refers to any person who reports an allegation of misconduct by any employee of the Town Council or its managing agent

## Reporting Procedure

### Situation A

If the report is against the General Manager/Secretary of the Town Council, the whistle blower can report the matter to the Chairman of The Town Council directly.

### Situation B

A whistle blower can report the incident directly to the General manager/Secretary of the Town Council, if the report is against a staff other than the General Manager/Secretary of the Town Council.

Please refer to the attached flow charts for the reporting procedures.

## Confidentiality

A whistle blower's identity will be treated as confidential at all times unless disclosure is required by law.

All documents, files, reports, communications relating to the incident reported by the whistle blower shall be kept confidential and securely stored and retained by the General Manager/Secretary of the Town Council for Situation A and by the Chairman of the Town Council for Situation B

## Protection for Whistle Blower

The Town Council will take all reasonable measures to ensure that a whistle blower who reports an allegation of misconduct in good faith, and any person



who participates in the investigation into the alleged misconduct, will be protected from any form of retaliation or retribution by the Management of the Town Council, including but limited to:

- dismissal
- demotion
- any form of harassment
- discrimination, or
- any bias

#### False Reporting

Any staff, who intentionally made a false report or making a report other than in good faith, will be considered as misconduct, and may lead to disciplinary action, including termination of employment in serious cases.

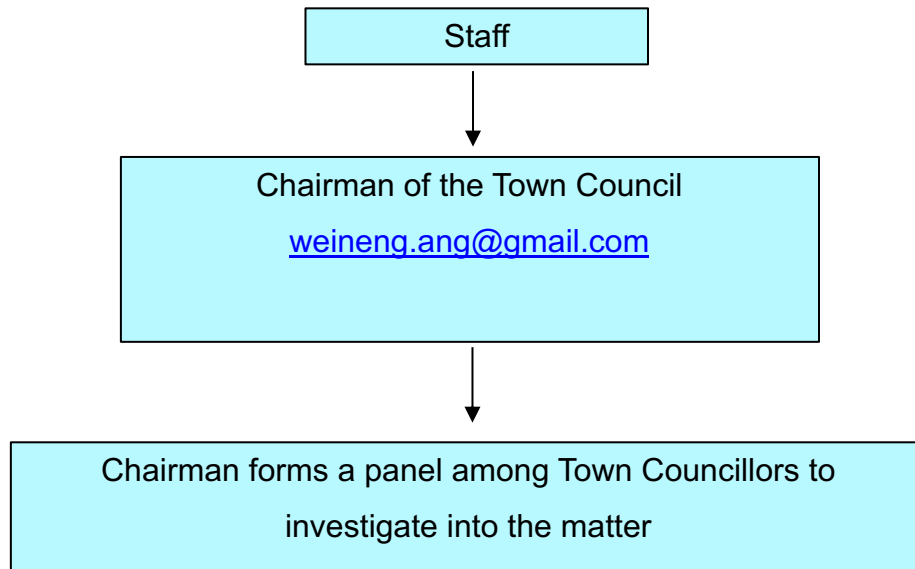
#### Record Keeping

The General Manager/Secretary of the Town Council will maintain a record of all cases reported by whistle blowers.



## Whistle Blower

### **Situation A - If the allegation is against the GM of the Town Council**



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### **Situation B - If the allegation is against a staff other than the GM of the Town Council**

