



# SINGAPORE LIFE SAVING SOCIETY

## WHISTLE-BLOWING POLICY

<b>Prepared by:</b> Jason Teo, Manager, SLSS	<b>Approved by:</b> Executive Committee (26 Feb 2025)
<b>Vetted by:</b> Fitzkhooon Liang, HSG, SLSS	<b>Version:</b> 2024-1.1

## **1. INTRODUCTION**

- 1.1. The Singapore Life Saving Society (SLSS) is committed to the highest standards of openness, integrity and accountability.
- 1.2. An important aspect of accountability and transparency is a mechanism to enable SLSS employees and volunteers to raise concerns in a responsible and effective manner. It is expected that all employees and volunteers will faithfully serve the SLSS and not disclose confidential information. Nevertheless, where an individual discovers information which they believe shows serious malpractice or wrongdoing within the SLSS, this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done.
- 1.3. This Policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question sound financial or business decisions taken by the SLSS nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other policies.
- 1.4. Once the "whistleblowing" procedures are in place, it is reasonable to expect employees and volunteers to use them rather than air their concerns outside the SLSS.
- 1.5. The purpose of this Policy is to provide guidance to individuals that have discovered information which they believe shows serious malpractice or wrongdoing within the SLSS and how this information should be disclosed internally.

## **2. TERMS AND DEFINITIONS**

- 2.1. 'Allegation' means a claim or assertion that someone has done something illegal or wrong.
- 2.2. "Policy" refers to this Whistle-blowing Policy.
- 2.3. 'Whistleblower' in this Policy means a person who informs on a person or organisation who they believe to be engaging in an unlawful or unethical activity.
- 2.4. 'Whistleblowing' means disclosure by and for a witness of actual or suspected wrongdoing.

## **3. SCOPE**

- 3.1. This Policy is designed to enable employees and volunteers of the SLSS to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety.

- 3.2. This Policy applies to all employees, Board and Commission Members as well as to all external parties who have business relationships with SLSS. These parties include athletes, customers, suppliers, contractors, applicants for employment, and the general public.

#### **4. REPORTABLE INCIDENTS**

- 4.1. This Policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

- 4.1.1. Financial malpractice or impropriety or fraud;
- 4.1.2. Failure to comply with a legal obligation, statutes and regulations;
- 4.1.3. Dangers to health and safety of individual or group of person(s);
- 4.1.4. Criminal activity;
- 4.1.5. Improper conduct or unethical behaviour;
- 4.1.6. Attempts to conceal any of these.

#### **5. PROTECTION AGAINST REPRISAL AND CONFIDENTIALITY**

- 5.1. When raising concern or providing information about an actual, suspected, or anticipated wrongdoing, done in good faith; the individual, be it an employee or anyone else, he/she shall be protected against any reprisal such as employment termination, retribution, or harassment.
- 5.2. However, SLSS shall not condone any frivolous, mischievous or malicious allegations. Employees, found making such allegations, shall be subject to disciplinary action in accordance to the Code of Conduct. Concern or information about an actual, suspected or anticipated wrongdoing as well as its source shall be treated with strictest confidence.
- 5.3. Exceptions to above include:
- 5.3.1. When SLSS is under legal obligation to disclose such information provided;
  - 5.3.2. When the information is already in the public domain;
  - 5.3.3. When the information is given in strict confidence to legal or auditing;
  - 5.3.4. Professionals for the purpose of obtaining professional advice; and

5.3.5. When the information is given to the Police for criminal investigation.

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

## **6. REPORTING CHANNEL**

Audit Committee Chairperson

Email: [audit\\_chairperson@slss.org.sg](mailto:audit_chairperson@slss.org.sg)

Postal: Attention: Audit Committee Chairperson  
21 Geylang Bahru Lane  
c/o Kallang Basin Swimming Complex  
Singapore 339627

To enable the Audit Committee to effectively investigate your concerns, the following information should be provided, where possible:

- Your contact information;
- Name(s) of person(s)/company(ies) involved;
- Your relationship with the reported person(s)/company(ies);
- Detailed description of the incident (including date, time, location, methods and action/ behaviour);
- Period of time the impropriety had been perpetuated;
- Physical evidence and any other information that may substantiate the incident.

## **7. UPDATES TO POLICY**

7.1. SLSS is committed to ensuring all policies are up-to-date and reflect current practices.

7.2. Changes to this Policy may be submitted by SLSS Executive Committee for review and approval. Once a change has been approved, the Policy will be updated and posted on the SLSS website.

7.3. Updates of the Policy are disseminated to all members once official.