



## Whistle-Blowing Policy

Metropolitan Young Men's Christian Association of Singapore (MYMCA) and its subsidiary ("The Group") aim to provide opportunities for every individual for their personal growth through the aspects of Body, Mind and Spirit. Through this, The Group looks into avenues for character development, volunteerism and service.

### Definition

- This Policy sets out the procedure by which the general public can report concerns about wrongful work practices being carried out for The Group.
- The Group undertakes to respect the confidentiality of the information, protect the identities of the whistle-blowers and provide measures against any unfair treatment or victimisation subsequent to their disclosures.

### Scope of reportable incidents:

This Policy is intended to cover concerns about malpractice, criminal or unethical conduct within The Group as outlined below that may result in negative repercussions on staff, customers, contractors, members of the public or other stakeholders.

The following are generally regarded as improper and reportable conduct for whistle-blowing, of which the list below is not exhaustive:

- Unlawful behaviour or illegal activities (including criminal offences or breaches of civil laws and regulations);
- Failure to comply with any professional standard or obligation;
- Significant breach in The Group's internal controls or Policies and Procedures;
- Unauthorised disclosure of confidential or proprietary information; and
- Actions that result in damaging The Group's reputation.
- In addition, the deliberate concealment of any of the above conduct would fall within this Policy.

### Confidentiality and Anonymous Reporting

When raising concern or providing information about an actual, suspected, or anticipated wrongdoing, done in good faith; the individual shall be protected against any reprisal such as employment termination, retribution, or harassment.

### Confidentiality

The Group will do its best to protect the whistle-blower's identity when he/she raises a concern and prefers to remain anonymous.



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The Group strongly encourages individuals to identify themselves when they file a report, as having access to the whistle-blower would be helpful during the investigation process as part of the evidence.

It must be noted that the investigation process may reveal the source of the information. However, The Group is committed to respecting the rights of the whistle-blower to remain anonymous. The whistle-blower's identity would never be disclosed without prior consent.

### Reporting Authority

Metropolitan YMCA's policy permits anyone who believes that the actions of an individual working with or volunteering for Metropolitan YMCA could constitute malpractice, to raise the matter to the relevant authority within Metropolitan YMCA.

Members of the public may express any questions, concerns, suggestions, or complaints to the appropriate channels for resolution.

The public is advised to direct all of their concerns by sending them through postal mail. Such reports are preferably made in writing, in the form of a letter, and in detail setting out the background and history of events as well as the reason(s) for concern to the following address:

**Private & Confidential**

**For the Attention of the GCEO/ President of the MYMCA Board/ Audit Committee Member  
Metropolitan Young Men's Christian Association of Singapore  
60 Stevens Road  
Singapore 257854**

The whistle-blower should be as specific as possible when providing background of the concern, names, dates and places where possible, and the reason(s) to substantiate the concerns raised.

All whistle-blowing reports which are filed will be reported to the respective hierarchy where he/she may form an Investigation Committee, within ten (10) days of the report, if necessary, to conduct a thorough investigation of the findings and to ensure that issues raised are properly resolved by Management or such parties as appropriate.