



## **SINGAPORE HOCKEY FEDERATION Whistleblower Policy**

### Introduction

The Singapore Hockey Federation (SHF) requires its Council members, officials and employees to observe high standards of honesty, ethical and legal conduct and accountability. The SHF therefore provides this process for all parties, whether Council members, officials, employees, coaches, players, or the public to raise concerns of any malpractice, statutory non-compliance, actual or suspected improprieties with respect to any activities of the SHF.

### Scope

This policy generally covers the following wrongdoings:

- Fraudulent activities or transactions
- Conflict of interest without disclosure
- Misappropriation or theft of SHF Funds
- Corrupt acts
- Unauthorised access to or disclosure of information
- Breaches of confidence
- Breaches of the law, whether criminal or civil

The above list is not meant to be restrictive and a prospective complainant is welcome to refer any appropriate issue to the SHF Audit Committee.

### No Retaliation

It is contrary to the values of the SHF for anyone to retaliate against any whistleblower who in good faith reports a wrongdoing referred to above. Any Council Member, official or employee who retaliates against any whistleblower who has reported a wrongdoing in good faith is subject to disciplinary action.

### Reporting Procedure

All reports and complaints are received and considered by the SHF Audit Committee which operates independently of the SHF's Council, Sub-Committees or employees.

A whistleblower may make his or her report or complaint, in writing, to the Chairman of the AHF Audit Committee at the following email address:

[whistleblower@singaporehockey.org](mailto:whistleblower@singaporehockey.org)

In the interest of accountability and transparency the whistleblower should disclose his or her identity. Failure to do so may result in the report or complaint not being investigated.

The Audit Committee is responsible for ensuring that all complaints are investigated and resolved. The Chairman of the Audit Committee will advise the SHF Council of all complaints and their resolution.

### Acting in Good Faith

Anyone making a written report or complaint must act in good faith and have reasonable grounds for believing the information disclosed is true and discloses a wrongdoing. Any allegations that are found or proven to be unsubstantiated or to have been made maliciously or knowingly to be false will be viewed seriously and referred to the SHF Disciplinary Committee for action or the appropriate public authorities.

### Confidentiality

All reports or complaints of wrongdoings will be received on a confidential basis, consistent with the need to conduct an adequate investigation.

### Handling of Reports or Complaints

The Audit Committee will notify the whistleblower and acknowledge receipt of the report or complaint. All such reports or complaints will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

*SHF EXCO*

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