



SINGAPORE TAEKWONDO FEDERATION

WHISTLE-BLOWING POLICY

Version 1 2021

Policy No. STF08

DATE ADOPTED: 23 NOVEMBER 2021

DATE APPROVED OF AMENMENT: 22 MARCH 2022

DATE TO BE REVIEWED: OCTOBER 2023

Introduction

The Singapore Taekwondo's (STF) whistleblowing line provides stakeholders and anyone with information, an avenue to whilst blow , in confidence and without fear of reprisal, occurrences of wrongdoing/s by STF and /or any STF stakeholders (Board, Affiliates, Staff, Coaches, Volunteers or athletes) for appropriate investigation and action.

The whistleblowing line is independently managed by the Audit & Ethics Committee. Reports of wrongdoing will be escalated to the appropriate authorities. Whistle-blowers will be informed of the outcome of the investigation.

All disclosures should be made in good faith, when the whistle-blower has reasonable grounds for suspecting that an incident of wrongful conduct has occurred. STF will not tolerate discrimination, retaliation or harassment of any kind against a whistle-blower who submits a report in good faith.

Scope

This policy applies to all STF employees, Board Members, Committee Members, volunteers, affiliates, as to all external parties who have business and working relationships with STF. These parties include athletes, parents, customers, suppliers, contractors, applicants for employment, and the general public.

Definition

Whistle blowing is defined as a deliberate, voluntary disclosure of individual or organisational malpractice by a person who has or has had privileged access to data, events, or information about an actual, suspected, or anticipated wrongdoing within or by STF that is within its ability to control.

Reportable Incidents

Examples of wrongdoing include:

1. Failure to observe a legal obligation, corrupt or fraudulent behaviour;
2. Financial and non-financial administrative malpractice, e.g. not observing proper procedures for tendering;
3. Fraud or deliberate error in the preparation, evaluation, review, audit of financial accounts and records;
4. Miscarriage of justice;
5. Professional malpractice, e.g. violation of intellectual property rights or failure of integrity in research;
6. Improper conduct or unethical behaviour; and
7. Participation in or condoning a reportable wrongdoing through wilful suppression or concealment of any information relating to a wrongdoing.
8. Breach of the Code of Conduct for Board, Coaches, Athletes, Officials and Volunteers

Protection Against Reprisal And Confidentiality

All whistle blow communicated shall be treated with the strictest confidence and the whistle blowers identity will not be shared with anyone outside the Audit & Ethic Committee (AEC) or its representative, unless with the consent of the whistle blower. 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.

However, STF 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.

Exceptions to above include:

- When STF is under legal obligation to disclose such information provided;
- When the information is already in the public domain;
- When the information is given in strict confidence to legal or auditing
- Professionals for the purpose of obtaining professional advice; and
- When the information is given to the Police for criminal investigation.

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

Reporting channel/procedures

Concerns may be raised with or information provided to:

Private & Confidential

For the Attention of Chairman, Audit & Ethics Committee

Singapore Taekwondo Federation

35 Joo Chiat Place, Singapore 427 759

Email Address: ceo@stf.org.sg

Such reports are preferably made in writing, either in the form of a letter or email, and in detail setting out the background and history of events as well as the reason(s) for concern.

Information to be Provided

To allow effective evaluation and investigations, the following information should be provided:

- Name of party or parties whom the whistle-blower is reporting against;
- Nature of the concern, including parties involved, dates or period of time, value of any money or asset involved, and any material evidence;
- Any supporting evidence of basis of the concern; and
- Any other information that may substantiate the concern.

Whistle-blowers may be contacted in the course of investigation for further information. For this purpose, the name and contact details of the whistle-blower should also be provided. Where no evidence is provided and where the whistle blower has remain anonymous and uncontactable, the AEC may not be able to substantiate the claim.

Assessment of the concern or information shall be made with due consideration given to the following factors:

- Seriousness of the issue raised;
- Credibility of the concern or information; and
- Likelihood of confirming the concern or information from the attributable sources

Depending on the nature of the concern raised or information provided, the investigation will be conducted, involving one or more of the following individuals or entities:

- The Audit & Ethics Committee
- The External Auditor, and/or
- The Police or Commercial Affairs Department.

The amount of contact between the whistle blower and the person(s) investigating the concern raised or information provided will be determined by the nature and clarity of the matter reported. Further information may be sought from the whistle blower during the course of the investigation. When the investigation is completed, the investigating officer(s) will report the findings to the Audit & Ethics Committee for its necessary action.

PRIVACY STATEMENT

In respect to any personal data (as defined in the Personal Data Protection Act 2012 of Singapore (“PDPA”) please refer to STF’s Personal Data Protection (PDP) policy which can be found on the STF website

Frequently Asked Questions

Can I remain anonymous?

You may choose to raise your concerns anonymously. However, concerns expressed anonymously may hinder follow-up clarifications and investigations. Whistle-blowers are encouraged to identify themselves to facilitate the investigation process and be informed of the outcome of any investigation.

How will the confidentiality of my identity and the information I provide be protected?

All information disclosed will remain confidential, except as necessary or appropriate to conduct investigations, to take remedial actions, or as required by any applicable laws and regulations.

You will be informed in the event your identity, as the whistle-blower, is to be revealed. STF will not tolerate discrimination, retaliation or harassment of any kind against a whistle-blower who submits a report in good faith. If you believe that you are being subjected to discrimination, retaliation or harassment for having made a report under this policy, you should promptly report this to STF to facilitate investigation and appropriate action.

Will law enforcement agencies be notified of reports made via the STF Whistleblowing line?

The information received from you will be assessed, and the relevant law enforcement agencies will be notified where necessary and appropriate.