

## WHISTLE BLOWING POLICY

Collated/updated by : Goh Puay Cheh

Reviewed by : Tan Boon Yen

Approved by : EXCO

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Version 1

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## 1. POLICY OBJECTIVES AND SCOPE

IIA Singapore (IIAS) is committed to a high standard of transparency, integrity, compliance and accountability. The whistle blowing policy aims to provide a means through which IIAS members, employees or members of the public could, in good faith, report any activity that infringes on the IIAS's code of ethics, By-Laws or violates the law so that IIAS may take the relevant action.

## 2. WHISTLE BLOWING CONCERNS

This Policy seeks to address serious concerns that could have a significant impact on IIAS. These include:

- a) fraudulent activity;
- b) incorrect financial reporting;
- c) unlawful activities;
- d) misconduct or unethical conduct; and
- e) attempts to conceal any of the above.

## 3. CONFIDENTIALITY AND PROTECTION

Reports of whistle-blowing concerns are kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. IIAS is committed to protect a person who reports in good faith from intimidation, retaliation or adverse employment consequence.

## 4. REPORTING CHANNELS

If IIAS members, employees or members of the public have cause to suspect serious concerns, a report should be made by e-mail or by postal mail marked "Private & Confidential" to the following:

The Audit Committee Chairman  
The Institute of Internal Auditors Singapore  
137 Telok Ayer Street #04-03  
Singapore 068602

Email: [AuditCommittee@iia.org.sg](mailto:AuditCommittee@iia.org.sg)

All reports should preferably be submitted using the report form set up in the Annex. Reports received via the above email address will be automatically forwarded by the system to the Audit Committee Chair. The Audit Committee Chair will review the reports and channel them to the President of IIAS for review and follow-up as appropriate.

Where an alternative reporting channel other than the Audit Committee Chair of IIAS is considered appropriate, the report may be sent directly to the President of IIAS to the IIAS office address as above.

## **5. ASSESSMENT OF CONCERNS RAISED**

Assessment of the concern is based on the nature and severity of the concern raised and the credibility of the information, including the source of information. The Audit Committee (and/or the IIAS President as the alternative channel in Section 4 above) shall decide whether an investigation is required to examine the issues raised. For serious concerns (e.g. alleged criminal offence), the matter will be reported to the relevant agency.

## **6. INVESTIGATION**

On receiving a report, the Audit Committee Chair and/or the IIAS President shall decide on the severity and authenticity of the concern. When there are issues to be further examined, the Audit Committee Chair will set-up an Investigation Team, comprising at least three independent members (i.e. those who are not connected to the concern reported). The whistle-blower will be kept informed of the progress of the investigations and, if appropriate, of the final outcome.

## **7. ANONYMOUS ALLEGATIONS**

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously would be less credible, but they may be considered at the discretion of the Institute.

In exercising this discretion, the factors to be taken into account will include the:

- seriousness of the issues raised;
- credibility of the concern; and
- likelihood of confirming the allegation from attributable sources.

## WHISTLEBLOWER REPORT FORM

Please provide the following details for any suspected serious misconduct or any breach or suspected breach of law or regulation that may adversely impact the Institute. Please note that you may be called upon to assist in the investigation, if required.

Note: Please follow the guidelines as laid out in the Whistleblowing Policy.

WHISTLE-BLOWER'S CONTACT INFORMATION			
(This section or any part of the fields may be left blank if the reporter wishes to remain anonymous)			
Name			
Designation			
Company name			
Phone   Fax			
E-mail			
Can you be contacted for more information?			
ALLEGED PARTY'S INFORMATION			
Name			
Designation			
Department			
Phone		Fax	
E-mail			
WITNESSES'S INFORMATION (IF ANY)			
Name			
Designation			
Company name		Phone	
Address		Fax	
		E-mail	
<b>CONCERN/COMPLAINT:</b> Briefly describe the misconduct / improper activity and how you have come to know about it. Specify what, who, when, where and how. If there is more than one allegation, number each allegation and use as many pages as necessary.			
1. What misconduct / improper activity occurred?			
2. Who committed the misconduct / improper activity?			

3. When did it happen and when did you notice it?
4. Where did it happen?
5. Have you approached the person? If yes, what did he/she say?
6. Is there any evidence that you could provide us?
7. Are there any other parties involved other than the suspect stated above? If yes, who are they?
8. Do you have any other details or information which would assist us in the investigation?
9. Have you reported the incident internally or through any other channels? If yes, to whom have you made the report?
10. Any other comments?

### HOW TO SUBMIT THE FORM?

For mailing, please mark "Private & Confidential" and send to: The Audit Committee Chairman The Institute of Internal Auditors Singapore 137 Telok Ayer Street #04-03 Singapore 068602	Email to <a href="mailto:AuditCommittee@iia.org.sg">AuditCommittee@iia.org.sg</a>
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### SIGNATURE

Signature	
Name	
Date	