



# SINGAPORE ROWING

**SINGAPORE ROWING ASSOCIATION**

249 JALAN BUROH SINGAPORE 609832

UEN No. S83SS0011L

## WHISTLE BLOWING POLICY

**PRIVATE & CONFIDENTIAL**

### REVISION HISTORY LOG

	<b>Descriptions of changes</b>	<b>Ver No.</b>	<b>Ver. Date</b>	<b>Prepared by</b>		
	First Version	V1	29 <sup>th</sup> July 2024	J Lawther		

## **1. OVERVIEW**

### **Brief & purpose**

This policy aims to provide a safe and confidential reporting mechanism for SRA Members, employees and contractors to report any unethical or illegal behavior that they witness or are asked to participate in. The policy protects members, employees and contractors from retaliation for reporting such behavior and ensures that the organization takes appropriate action against those who violate the policy.

### **Scope**

This policy applies to all members, employees, contractors, and third-party vendors working with Singapore Rowing Association.

## **2. REPORTING CHANNELS**

Members/Employees/contractors can report violations through various channels, such as:

- Email to any board member
- Phone call to any board member
- Anonymous by writing to the association

### **Reporting form**

When reporting any violations do include the following:

1. the violation
2. date
3. time
4. location

## **3. INVESTIGATION PROCESS**

An Investigation Team will be initiated by board the made up of two board members

The investigation will be fair, impartial, and confidential.

The organization will take appropriate action against those who violate the policy, up to and including termination.

#### **4. RETALIATION PROTECTION**

SRA prohibits retaliation against employees who report violations in good faith. Members, contractors and employees who feel they have been retaliated against should report the incident to the Investigation Team immediately.

#### **5. DISCIPLINARY ACTION**

Those who violate this policy will face disciplinary action, up to and including termination of membership, employment or contract.

#### **6. COMMUNICATION**

This policy is published on the SRA Website.

This policy will be reviewed and updated regularly to ensure it remains effective and relevant.

#### **7. EFFECTIVE DATE**

This policy is effective as of 30<sup>th</sup> September 2024 and supersedes all previous policies related to whistleblower reporting.

END