

Whistleblowing Policy

Last updated 30 March 2024

Overview

Rose of Sharon Church Singapore referred as 'the church' Singapore is committed to the values of honesty, integrity and accountability, and strives towards a high standard of compliance with regards to accounting, financial reporting, corporate governance and related legislation. This policy is intended to provide a framework to promote responsible and secure whistleblowing without fear of adverse consequences.

Scope

Employees and external parties including vendors and other stakeholders may use the procedures set out in the policy to report concerns or complaints regarding serious breaches of policies, work practices, or any other matters involving fraud, corruption, and employee misconduct.

The policy allows for reporting by employees or external parties of such matters to the Chairman of the Audit Committee, without fear of reprisal, discrimination or adverse consequences, and also permits the church to address reports by taking appropriate action.

Definition and Role of Whistle-blower

- A whistle-blower is an individual who in good faith submits a concern or complaint regards breaches at the church.
- The whistle-blower's role is as a reporting party. They are not, investigators or finders of fact, nor do they determine the appropriate corrective or remedial action that may be warranted.
- Complaints should be factual and not speculative or in the nature of a conclusion and should contain as much specific information as possible to allow for proper assessment of the nature and extent of the concern and the urgency of a preliminary investigative procedure. Although it would be extremely helpful if the concern or complaint were supported by evidence, this is not a requirement.

Reportable Incidents

Reportable incidents include, but are not limited to:

- Personal and professional misconduct
- Fraudulent activities
- Corruption or bribery
- Serious conflict of interest without disclosure
- Intentional provision of incorrect information to the public or public bodies
- An individual abusing his official position in connection with unauthorised activity for gains, financial and non-financial
- Serious matters which may cause financial or non-financial loss or damage to the church's image or reputation.

The policy is not for personal grievance, which should be reported to Department heads or the Pastoral team.

Procedures

- Whistle-blowers are encouraged to put their names to their allegations. Anonymous concerns and complaints are less persuasive and more difficult to act upon effectively though these will be considered, taking into account the seriousness and credibility of the issues raised.
- Reports should be made with as much information as possible such as details of parties involved and period of time.
- Reports should be marked "Private & Confidential" and sent to: For the attention of:

Audit Chairman

Email: julius.limanjaya@roschurch.sg

