



# **VOLLEYBALL ASSOCIATION OF SINGAPORE**

## **WHISTLE BLOWING POLICY**

Document Name:	WHISTLE BLOWING POLICY
History:	Approved: 6 JANUARY 2021
Responsible Officer:	VAS Board & Secretariat

## **1. PURPOSE AND SCOPE**

- 1.1 Volleyball Association of Singapore (the “Association” or VAS) is committed to strong charity governance and promotes an open and transparent culture, where employees and other stakeholders are provided an avenue to express concerns on any serious wrongdoing/malpractice in particular in relation to fraud, controls and ethics.
- 1.2 This Policy aims to achieve the following:
  - 1.2.1 Establish a trusted avenue for employees and external stakeholders to report serious wrongdoings or concerns without fear of reprisals when whistleblowing in good faith.
  - 1.2.2 Ensure arrangements are in place to facilitate independent investigation of the reported concern and appropriate follow-up actions will be taken.
  - 1.2.3 Encourage employees to raise concerns at an early stage to an internal authority so that actions could be taken immediately to resolve them.
- 1.3 Wrongdoings may include, but are not limited to, the following:
  - 1.3.1 Unlawful act
  - 1.3.2 General malpractice such as immoral, illegal or unethical conduct.
  - 1.3.3 Potential infractions of Code of Conduct.
  - 1.3.4 Impropriety, corruption, acts of fraud, theft and/or misuse of VAS’s properties, corruption, acts of fraud.
  - 1.3.5 Any other serious improper matters which may cause financial or non-financial loss to VAS or damage VAS’s reputation.

## **2. PROCEDURE**

- 2.1 Concerns should normally be raised with the General Manager, Secretary-General or President of the Executive Board, or any other members. The most appropriate person to contact will depend on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice.
- 2.2 Concerns may be raised orally or in writing. Employees who wish to make a written report should use the following format:
  - 2.2.1 background and history of the concern (giving relevant dates);
  - 2.2.2 reason why the employee is particularly concerned about the situation.
- 2.3 It should be noted that often, the earlier a concern is expressed, the easier it is to take appropriate action.
- 2.4 Although employees are not expected to prove the truth of an allegation that is made, it will be necessary to demonstrate to the person contacted that there are sufficient grounds for concern.

## **3. MANAGEMENT RESPONSE**

- 3.1 The action taken by management will depend on the nature of the concern.

Allegations should be passed to the General Manager in the first instance. Where appropriate, the matters raised may be initially investigated by the Secretariat to decide whether a full investigation by the Disciplinary Committee or Audit Committee (whichever is appropriate) is necessary.

- 3.2 On receipt of any allegation of fraud or corruption, the GM will report the matter to the President who will arrange for the Disciplinary Committee or Audit Committee (whichever is appropriate) to lead the investigation.
- 3.3 Within fifteen working days of a concern being raised, the person raising the concern will be informed:
  - 3.3.1 acknowledging that the concern has been received;
  - 3.3.2 indicating how it proposes to deal with the matter; and
  - 3.3.3 giving an estimate of how long it will take to provide a final response.
- 3.4 If it is impossible for initial inquiries to be completed within fifteen working days, the situation will be explained in the letter of acknowledgement. Where a decision is made that no investigation will take place, the reasons for this will be provided.
- 3.5 The amount of contact between the officers considering the issues and the employee raising the concern will depend on the nature of the matters raised, the potential difficulties involved, and the clarity of the information provided. If necessary, further information may be sought from the person raising the concern.

#### **4. SAFEGUARDS**

- 4.1 Harassment or Victimisation - It is recognised that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisals from those who may be guilty of malpractice. VAS will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action in order to protect a person who raises a concern in good faith.
- 4.2 Confidentiality as far as possible - VAS will protect the identity of any employee who raises a concern and does not want his/her name to be disclosed. However, the investigation process may reveal the source of the information and a statement by the person reporting the concern may be required as part of the evidence.
- 4.3 Anonymity - Concerns expressed anonymously will be considered at the discretion of VAS as far as it is appropriate and depending on the nature of complaint and evidence provided.
- 4.4 False and Malicious Allegations – VAS will protect itself and its employees from false and malicious expressions of concern by taking disciplinary action where appropriate. In addition, a concern which is genuinely believed may prove to be unfounded on investigation. VAS will try to ensure that the negative impact of either a malicious or unfounded allegation about any person is minimised. However, it acknowledges that it will not be possible to prevent all of the



repercussions potentially involved.

- 4.5 All concerns raised will be independently reviewed by the Disciplinary Committee or Audit Committee (whichever is appropriate). All information provided will be kept strictly confidential.

## **5.1 CHANGES TO THE POLICY**

- 5.1 VAS is committed to ensuring that all policies are up-to-date and reflect current practices.
- 5.2 Changes to this policy will be reviewed and approved by VAS Board, following which, it will be updated and posted on VAS's website.

### Whistle-Blower Report Form

#### Whistle-blower's details

This section may be left blank if the whistle-blower wishes to remain anonymous)

Name, Designation, Department/Charity, Contact number and E-mail address

Can you be contacted for more information?

#### Alleged Party's details

Name, Designation, Department, Contact number and E-mail address

#### Witness' details (If any)

Name, Designation, Department/Charity, Contact number and E-mail address

#### Concern/Complaint

Describe the misconduct and how you have come to know about it.

1. What misconduct occurred?

2. Who committed the misconduct?

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 say?

6. Is there any evidence that you could provide us?

7. Were other people involved? 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?

Date:

Signature:

#### Form submission process

How to submit the form?

(a) Electronic form via VAS website: [www.vas.org.sg](http://www.vas.org.sg)

(b) Email to the General Manager: [Chloe\\_ANG@vas.org.sg](mailto:Chloe_ANG@vas.org.sg) and Sport Singapore: <https://members.myactivesg.com/feedback>

(c) Mail: **Attention to General Manager, Volleyball Association of Singapore**  
3 Stadium Drive, Singapore 397630