



PLMC Whistle Blowing Policy and Process

Introduction

1. Paya Lebar Methodist Church (PLMC) does not condone any act of misconduct like theft, dishonesty, disorderly or immoral conduct at work, insubordination, and workplace harassment. Accordingly, it is important to establish a safe platform where such misconduct could be reported without fear of reprisals. Towards this end, the PLMC Whistle Blowing Policy was proposed and approved by LCEC on 26 Mar 19.

Purpose

2. The purpose of a Whistle Blowing Policy (herein known as Policy) is to provide a platform and process for employees, interns, volunteers, church members and external parties to report any misconduct within PLMC, so that appropriate investigation could be conducted and action taken.

Policy Coverage

3. The Policy broadly covers, though not limited to, the following areas:

- a) Fraud in financial reporting, accounting, transactions or any other financial matters;
- b) Corruption, bribery, theft, misappropriation or blackmail;
- c) Immoral conduct (eg. misconduct of sexual nature, lying, falsifying any records); and
- d) Workplace harassment (eg. threatening, abusive, or insulting language; cyber bullying; stalking).

4. Whistle Blowing is not for all matters. For doctrinal issues, please direct them to Church pastors. For general complaints on Human Resource and staff administration, training and development, logistics and operational issues, matters concerning church members, please direct them to appropriate pastors and ministry leaders.

Reporting Processes

5. The Whistle Blower's concerns could be reported in writing and addressed to Pastor-in-Charge at whistle-blow_PIC@plmc.org and/or Chair of Governance Committee at whistle-blow_GC@plmc.org. Alternatively, report could be attention to either or both of them by mail (marked "CONFIDENTIAL") at 5 Boundary Road, Singapore 549954. Where required, the reports would be channelled to relevant Church committees to appoint an independent team to investigate the concerns and recommend appropriate action.

6. The identity of the Whistle Blower reporting will be kept confidential unless the said person agrees otherwise. Information provided will be investigated on the basis of its merits. PLMC will not tolerate harassment, victimisation or any form of reprisal on anyone reporting a genuine concern. This assurance in confidentiality of Whistle Blower's identity does not extend to any person who intentionally provides false or unsubstantiated information in a report which they know to be hearsay or reasonably believed to be untrue.

7. Confidentiality of information provided by the Whistle Blower shall be upheld as far as possible.

Information Required in Report

8. The report submitted by the Whistle Blower should be as specific as possible and include the following:

- a) Name and contact details (email address and/or handphone number) of Whistle Blower.
- b) A background and history of the concern, giving names, dates and places where possible, setting out in writing why the Whistle Blower is concerned about the situation. This should be made as soon as possible upon observation or discovery.

9. When raising a concern, it is advisable that the Whistle Blower considers the following in making his/her report:

- i. Disclose the unlawful or unethical practices promptly to avoid any misinterpretation on the motives;
- ii. Focus on the issue and avoid unnecessary personal resentment;
- iii. Submit accurate, factual observations and claims and provide as much information as possible;
- iv. Avoid any speculation or any prejudicial allegation; and
- v. Exercise sound judgment and avoid baseless allegations.

10. If it is subsequently decided that a statement may be required, the Whistle Blower may be called to give evidence. In such circumstance, the Church can only guarantee confidentiality of Whistle Blower's identity for as long as possible, provided that it does not impede the conduct of a proper investigation.

11. Whistle Blower will not be expected to prove the allegation but he/she should be able to demonstrate that there are sufficient grounds to reasonably believe that a misdeed, malpractice or violation has been committed.

Follow up actions

12. On receipt of report, the Pastor-in-Charge and/or Chair of Governance Committee will write to the Whistle Blower acknowledging receipt of the information and if need be, to seek further details and evidence.

13. On completion of the investigation and/or action, the Whistle Blower may be informed, if appropriate, of the final outcome of the findings.

Prepared by PLMC PPRSC

In consultation with Governance Committee

References/Sources:

MOM website, Tripartite Advisory on Managing Workplace Harassment, Whistle-Blowing policies from Wesley Methodist Church, CEFC, SPH and SP Group.