

Guidelines on the Use of the DSO Whistleblowing Channel:

1. To promote responsible use of the whistleblowing channel, the whistleblower should identify him/herself and provide contact details when raising a concern or providing information. He/she can be assured that his/her identity and concerns or irregularities raised will be treated with strict confidentiality. This is to protect genuine whistleblowers from the fear of reprisal or any unfair treatment as a result of their report.

2. Whistleblowing must be done in good faith. A whistleblower who reports a suspected activity in good faith will not be faulted if the allegation eventually turns out to be untrue. However, if a whistleblower makes an allegation frivolously or out of maliciously intent, legal action may be taken against him/her, as the case may be, including reporting the matter to the police.

3. In reporting any unethical, fraudulent or corrupt activity, the whistleblower shall, to the best of his/her ability, ensure that the information he/she provides is accurate and supported by evidence.

To facilitate investigation, the report should include:

- a. Dates or period of time of the suspected activity
- b. Details of the parties involved (eg. name of the staff)
- c. Place/location where the activity took place
- d. Evidence (if possible) substantiating the allegation
- f. Details of the suspected activity and any other details or information that could assist in the investigation

Accurate as at 9 October 2015.