

# YOUTH GUIDANCE OUTREACH SERVICES

## WHISTLE-BLOWING POLICY

### Introduction

The Board of the Youth Guidance Outreach Services is governed by the Constitution of the Society and is committed to comply with the Code of Governance for Charities and Institutions of Public Character, and all applicable laws and regulatory requirements.

### Purpose and Scope

The Whistle-Blowing Policy is intended to provide a channel for employees and external parties to raise any suspected improprieties in the business of the Society and offer reassurance that they will be protected from victimization for whistle-blowing in good faith. The whistle-blower email is for reporting suspected improprieties such as:

1. Forgery
2. Misappropriation of funds and classified documents
3. Abuse and misrepresentation of power and authority
4. Failure to comply with laws and regulations
5. Harassment
6. Corruption and bribery
7. Theft

### Reporting Channel

The Audit Committee has been appointed by the YGOS Board to give oversight to the overall governance of the Society and ensure objective evidence-based investigation to all whistle-blowing reports, pertaining to the above scope of the policy.

The Board encourages employees and external parties to furnish accurate narration of issues and also submit their names, NRIC, contact number and email address to their allegations whenever possible for the purpose of verification and/or clarification. Concerns and irregularities expressed anonymously are more difficult to act upon effectively, but they will be considered, taking into account the seriousness and credibility of the issues raised.

For whistle-blowing, please submit through email: [hr@ygos.org.sg](mailto:hr@ygos.org.sg) (All reports will be directly channelled to the Audit Committee)

For operational, programme and human resource performance feedback, please submit through email: [admin@ygos.org.sg](mailto:admin@ygos.org.sg) (All reports will be directly channelled to the Management)